

SUPPLEMENTAL ITEM CHECKLIST
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
DUE DATE: MAY 8, 2025

Submit one copy of the following items:

Required:

- Board of Directors list including position/title on board/city of residence.
- Contact numbers for Board Chair or President and Treasurer.
- Resolution or Board Minutes showing approval to apply and designation of person who will sign documents on behalf of the organization.
- Organization Chart
- Articles of Incorporation
- Bylaws
- Tax Exempt Determination Letter (for non-profit organizations)
- Organization's Current Budget and Proposed Budget for next fiscal year
- Most Recent audit or CPA prepared review.
- Description of employees, board members, volunteers who will work with the project
- Non-discrimination Policy Statement

If applicable:

- Fee schedule or structure for the project proposed for funding
- Copy of program application if one is used to select beneficiaries
- Analysis of program or service expansion if this is not a new service.
- Description of how beneficiaries will be selected (if not by application form)
- Description of how applicant income will be determined if there are direct beneficiaries
- Detailed explanation of any lawsuits, judgments, or bankruptcy proceedings
- Job description for new positions expected to be filled using CDBG funding

**CITY OF SAN MARCOS
2025 CDBG PUBLIC SERVICES APPLICATION**



Due Date: May 8, 2025

I. APPLICANT CONTACT INFORMATION

Applicant Organization: Central Texas Food Bank (CTFB)

Contact Name: Alyssa Gooch

Telephone: [REDACTED]

Mailing Address: 6500 Metropolis Drive, Austin, TX 78744

Physical Address, if different from mailing address: N/A

Contact E-Mail Address: [REDACTED]

Web Address: www.centraltexasfoodbank.org

Who is authorized to execute program documents? Sari Vatske, CEO and President

II. APPLICATION SUMMARY INFORMATION

Project Name: San Marcos Nutrition Access

Amount of CDBG Funds Requested: \$105,000

Project Location: Hays County/San Marcos

III. PROJECT DESCRIPTION

A. PROGRAM SUMMARY

Briefly summarize the program for which CDBG funding has been requested.

CTFB respectfully requests funding to support our food assistance programs benefitting San Marcos residents. Since 1981, CTFB has nourished Central Texans experiencing food insecurity. CDBG funding will support local efforts to increase acquisition of nutritious food for distribution. CTFB must fulfill an increasing need for food assistance across San Marcos as levels of food insecurity rise. According to a 2024 Community Needs Assessment CTFB conducted, Hays County currently has the largest percentage of unmet charitable food needs, both in terms of neighbors served and meals provided, of any county in Central Texas.

One way CTFB distributes food to neighbors experiencing food insecurity is through pantries run by a network of community partners such as churches, housing complexes and campus organizations. In Hays County, we currently serve 10 partner sites and in San Marcos partner with the San Marcos Housing Authority and Hays County Food Bank to reach neighbors in need. Last year, CTFB distributed approximately 2.7 million pounds of food across Hays County, with 1.5 million pounds reaching San Marcos residents.

San Marcos neighbors also access CTFB's mobile pantries throughout Hays County. With CDBG funding, CTFB can offer up to two mobile pantries within San Marcos city limits during this grant timeframe. In addition to pantries, CTFB also offers home-delivered groceries to home-bound neighbors and neighbors with limited transportation, the majority of whom are elderly and/or individuals with disabilities. We currently deliver these boxes throughout Hays County; CDBG funding would allow for program expansion to serve additional San Marcos neighbors in this program.

CTFB's Mobile FARMacy partners with healthcare organizations to offer nutritious produce and shelf-stable items to individuals experiencing or at risk for chronic health conditions that may be improved via lifestyle changes. As part of this program, healthcare professionals identify patients experiencing diet-related illnesses and refer them to CTFB's Mobile FARMacy, a one-aisle traveling farmer's market stocked with local produce, including produce from CTFB's own organic garden, as well as shelf-stable items such as beans, grains and nuts. Patients can immediately access the Mobile FARMacy in the healthcare partner's parking lot, eliminating the need for neighbors to spend limited funds on transportation to another appointment. We currently partner with CommunityCare in Kyle, which San Marcos residents can access, and are expanding partnership opportunities in San Marcos.

Beyond food access, CTFB also offers direct-service programs that address the root causes of hunger, including poverty and limited access to resources. Our Benefits and Emergency Services (BES) team provides one-on-one assistance to neighbors applying for federal nutrition programs such as SNAP, an important program to improve food access and nutrition for low-income neighbors. Last year, this team helped 42 Hays County residents submit applications. CTFB provides case management services to individuals waiting on SNAP benefits and application approval, including access to nutritious, fresh food at CTFB's Onsite Pantry, distributions and mobile pantries. This dual support model ensures immediate relief while also building longer-term food security. During the grant timeframe, CTFB will hold at least one San Marcos-based SNAP-a-thon during which we will work with San Marcos-area community organizations to organize a family-friendly event increasing awareness and enrollment in government benefit programs, including SNAP.

CTFB's distribution and wraparound support services help meet the basic needs of low- to moderate-income San Marcos residents while preserving their dignity, improving health outcomes and reducing barriers to self-sufficiency. When low-income San Marcos residents access nutritious food at no cost to them, they can allocate limited funds to other basic needs and at the same time improve their health to ensure they are able to lead active lives.

B. USE OF FUNDS

How will the funds be used?

San Marcos CDBG funds will support food for low- to moderate-income San Marcos residents. Specifically, we will use funds to purchase food distributed to low- and moderate-income San Marcos residents through our partner agencies, mobile pantries, home delivery and Mobile FARMacy. Using our purchasing power and strategic relationships across the food sector, we can purchase an additional 170,000 lbs of shelf-stable staple foods with a \$105,000 investment of San Marcos CDBG funds. By applying 100% of the funding to direct client assistance, we ensure that funds are allocated to the most critical needs in San Marcos. This food will supplement the food we receive as donations and ensure we can provide diverse and nutritional options for our neighbors.

C. LEVERAGED RESOURCES

Provide a brief description of other funding sources, volunteers, or in-kind donations that are expected to be used with this program.

CTFB raises funds from diverse streams, including:

- Individual donors;
- Private foundations;
- Corporations;
- Government contracts;
- Cause Marketing partnerships; and
- Third party events and food drives.

In FY24, CTFB raised nearly \$26M from individual donations, grants, corporate donations and employee giving, cause marketing campaigns, third party events and food drives. As a member of the Feeding America network, we benefit from national partnerships and shared resources.

In addition to financial support, we leverage relationships among partners in the food retail sector to participate in food rescue programs, in which we receive in-kind food donations from retail partners across our 21-county service area, including H-E-B, Walmart and Target. These donations are critical to maintaining a reliable, nutritious food supply. Our volunteer program further strengthens our operations, with volunteers donating time equivalent to 60–70 full-time employees annually.

D. ACCOMPLISHMENTS

Once the project is completed, how can its success be measured?

We will measure success by the following metrics:

- Pounds of food distributed to local partner agencies in San Marcos;
- Number of San Marcos neighbor encounters (i.e., number of instances of support in San Marcos);
- Establishing one additional Mobile FARMacy partnership in San Marcos;
- Establishing at least one Home Delivery enrollment partnership in San Marcos;
- Establishing one new Mobile Pantry distribution site in San Marcos; and

- Hosting at least two San Marcos-based SNAP-a-thons.

We capture these metrics through our internal data systems and they will allow us to evaluate reach, effectiveness, and alignment with CDBG goals. We can track the pounds distributed through channels and also compile narrative summaries of the best-practice processes used to establish new partnerships.

E. NEED AND JUSTIFICATION

Describe the need for this program. Has the need been increasing in recent years?

Since 2023, CTFB has led Community Needs Assessments (CNA) across our 21-county service area. These are opportunities for neighbors to provide feedback on their experiences regarding food access within their communities. According to our CNA with Hays County residents, 1 in 6 Hays County residents, or nearly 39,000 individuals, experience food insecurity, including approximately 10,700 children and 5,000 older adults. According to 2023 census data, San Marcos' poverty rate (26.7%) exceeds the county (9.8%) and national (11.1%) rates, indicating many households are potentially at risk for or are already experiencing food insecurity. Adding to financial strain, our CNA discussions with Hays County neighbors also revealed that convenience stores and fast-food outlets in Hays County outnumber supermarkets 8 to 1, creating "food swamps" that limit access to affordable, nutritious options.

The need for food access in San Marcos has grown in recent years due to population growth (5.6% increase from 2020 to 2023 according to census data), rising food prices and increased housing and healthcare costs. Throughout CTFB's service area, CTFB has noted increased demand for services with current levels comparable to the peak demand experienced during the COVID-19 pandemic. Many households accessing CTFB services face difficult decisions between purchasing food or paying for other basic needs like rent, transportation and healthcare. Without targeted support, food insecurity in San Marcos will continue to rise, with lasting consequences for the health, stability and economy of the community.

F. CITY COUNCIL STRATEGIC INITIATIVE

Does this project or program positively impact one of the initiatives described in the attached City Council Strategic Plan? Which one?

CTFB's work supports several of the City of San Marcos Strategic Plan goals, particularly:

- **Quality of Life & Sense of Place:** The Strategic Plan calls for promoting "inclusivity, equity, and belonging and healthy quality of life for families of all types." CTFB's programs ensure that all San Marcos residents have access to nutritious food. Our client-choice pantry model promotes dignity and respects individual preferences, while our strategic use of data and community engagement help us identify gaps and high-needs areas/services, allowing us to adjust programs to ensure services match community needs and reach underserved neighborhoods. Additionally, acceptance of this proposal will help fulfill the goals to engage residents and community partners to support a sense of belonging as CTFB forges new relationships with community organizations to best serve San Marcos residents.
- **Economic Vitality:** The City's Strategic Plan emphasizes reducing displacement and ensuring all residents benefit from growth. Our food assistance and benefits enrollment services provide a vital safety net, helping households afford not only food but other essentials such as housing and transportation. This stabilizing effect strengthens household resilience and aligns with the city's broader goals for inclusive prosperity.
- **Core Services & Fiscal Excellence:** CTFB's programs enhance access to essential services through efficient, community-focused operations. We utilize partnerships, volunteers and in-kind donations to multiply impact per dollar and ensure public resources are used effectively. Investing in CTFB ensures an efficient and effective use

of funds, as we leverage multiple relationships to maintain a purchasing power that far exceeds that of smaller organizations. We then provide food at no cost to our partners and community members in need.

- **Environmental Protection:** By rescuing food from local retailers like H-E-B and Walmart, we reduce landfill waste and support a more sustainable regional food system. Our client-choice model also minimizes food waste by allowing households to select foods based on their preferences.

Together, these efforts support San Marcos' vision of a community that is equitable, sustainable and thriving.

G. IMPACT

Describe in detail the impact this program will have on the identified need and on San Marcos residents.

This program will contribute to food access for low- to moderate-income San Marcos residents. Currently, the need for food assistance exceeds capacity: in 2024, CTFB distributed 2.25 million meals across Hays County. However, CTFB's recent CNA revealed 7.3 million meals are required to close the gap between what neighbors can currently access and what they need to lead healthy, active lives. Our efforts will prioritize vulnerable populations including children, older adults and residents in areas with limited access to healthy foods. In addition to food distribution, our one-on-one benefits enrollment assistance supports long-term food security. By addressing both acute hunger and systemic barriers, this program reduces financial strain, improves diet-related health outcomes and strengthens household resilience.

H. EXPERIENCE OR REFERENCES

Describe your experience in implementing a similar program, or if this is a first-time venture, provide an explanation of why you believe you will be successful in implementation. You may attach up to three letters of reference.

CTFB employs 170 team members with expertise ranging from data and analytics, health, program implementation and execution, logistics, warehousing, fundraising and social services, allowing us to provide exceptional service in the community with a dedicated staff to support our neighbors.

We serve as the primary source of food for 240+ Partner Agencies across 21 Central Texas counties, providing approximately 75% of the food they distribute each year. We have offered mobile pantries since 2008 and last year provided more than 9.5 million pounds of staple foods, fresh produce and meats to an average of 11,470 households per month through these pantries. Our BES team has been active since 2006 and, in the last year alone, submitted over 1,500 SNAP applications, resulting in more than an estimated 1.3 million additional meals delivered through federal nutrition benefits. Our Mobile FARMacy program has nearly doubled in size since its inception in 2023, partnering with nine healthcare organizations its first year to now serving 17 sites. Our Home Delivery program currently serves nearly 3,000 neighbors each month across four counties.

As the largest hunger relief organization in Central Texas, CTFB has more than four decades of experience addressing food insecurity and demonstrated capacity to address the above-stated priorities in the San Marcos Strategic Plan.

TYPE OF PUBLIC SERVICE (choose all that apply)

05A Senior Services

05B Handicapped Services

05C Legal Services

05D Youth Services

05E Transportation Services

05F Substance Abuse Services

05G Battered and Abused Spouses Services

05H Employment Training

05I Crime Awareness

05J Fair Housing Activities

- | | |
|---|---|
| <input type="checkbox"/> 05K Tenant/Landlord Counseling | <input type="checkbox"/> 05L Child Care Services |
| <input checked="" type="checkbox"/> 05M Health Services | <input type="checkbox"/> 05N Abused and Neglected Children Services |
| <input type="checkbox"/> 05O Mental Health Services | <input type="checkbox"/> 05P Screening for Lead Paint/Lead Hazards |
| <input type="checkbox"/> 05Q Subsistence Payments | <input type="checkbox"/> 05R Homeownership Assistance (Not Direct) |
- Other: Nutrition access and education; benefits outreach, education, and application assistance

PROGRAM INFORMATION

1. Program eligibility (please select one):
 - a. This is a new program.
 - b. This is an existing program that: (select one of the following)
 - Has previously received CDBG funding and the amount requested for this year is the same or less than previous funding; or
 - will expand to serve more beneficiaries or to provide more services if the CDBG funding as requested is approved. *Please attach an analysis that details how the program or service will be expanded, how many new beneficiaries will be served by the expansion, and how this number was determined.*
2. Programs receiving funding from the City at this time (during the current program year):
 - a. How much CDBG funding was awarded? N/A
 - b. Is this program receiving any other City of San Marcos sources? No
 - c. If yes, how much was received and from what source? N/A
3. Is there a fee to clients to participate in the program? Yes No
If yes, please provide fee structure.
4. Describe the days and hours of operation of the program: Our partner agencies have varying hours of operation, with most operating during scheduled recurring blocks of time that they share with their community. Residents can also access CTFB’s “Find Food Now” tool or call CTFB to learn operating hours for food pantries in their neighborhood: <https://www.centraltexasfoodbank.org/food-assistance/get-food-now>

AGENCY INFORMATION

1. Does your organization have an office located in San Marcos? Yes No
2. Has your organization been in operation for 2 or more years? Yes No
3. Has your organization served San Marcos residents for 2 or more years? Yes No

IV. PROGRAM BENEFICIARIES

Applicant must be able to document that at least 51% of the beneficiaries have an annual income that is at or below 80% of the Area Median Income and are San Marcos residents.

A. PRESUMED BENEFIT: See definition above of “Presumed Benefit”.

1. Will all of the program’s beneficiaries in a Presumed Benefit Category? Yes or No

If “yes”, list the categories: _____

2. How many persons in each presumed category are proposed to be assisted if funding is received?

Abused Children	Elderly Persons	Battered Spouses	Homeless Persons	Severely Disabled Adults	Illiterate Adults	Persons living with AIDS

3. If this program was carried out the previous full program year (10/1 – 9/30), how many persons were served in each presumed category:

Abused Children	Elderly Persons	Battered Spouses	Homeless Persons	Severely Disabled Adults	Illiterate Adults	Persons living with AIDS

B. BENEFICIARIES WHO ARE NOT CONSIDERED “PRESUMED”

1. How many persons are proposed to be assisted if funding is received?

We will serve and estimated 6,000 San Marcos residents

2. If this program was carried out the previous program year (10/1 – 9/30), how many persons were served?

We served an estimated 5,670 San Marcos residents between October 1, 2023 and September 30, 2024.

3. What percentage of persons proposed to be assisted are expected to be low/mod?

99-100% of persons proposed to be assisted are expected to be low/mod income

4. What percentage of persons proposed to be assisted are expected to be San Marcos residents?

100% of new services will be provided within the San Marcos city limits.

5. How do you propose to document the income of the beneficiaries? (Check all that apply)

Evidence that the child is approved for free or reduced lunch

Evidence that the family lives in housing sponsored by the Housing Authority

Evidence that the family is WIC approved

Income documentation using one of the 3 HUD approved methods

Self-certification, with income verification required of 20% of certifications

Other, describe: Neighbors accessing CTFB’s food distribution programs self-declare income and residency following state and federal guidelines. This removes barriers to access and is a trauma-informed practice.

V. LINE ITEM BUDGET

Please use the following format to present your proposed line-item budget. Secured funds are funds on-hand, pledged, or awarded. Following the line-item budget, please complete the Supplemental Budget Form – Use of Other Resources. Funds and costs, as outlined on the Sources and Uses of Funds form, may **not** be spent or incurred prior to a contract award date (usually October 1st) from the CDBG Program. Supporting documentation may be attached as an Appendix.

Expense Category	Total Program Budget	CDBG Portion	Other Funding Source	Other Funds Amount
Personnel Services				
Salaries	\$428,170		Central Texas Food Bank (unrestricted funding and restricted private foundation/government funding)	\$428,170
Fringe Benefits	\$115,161		Central Texas Food Bank (unrestricted funding and restricted private foundation/government funding)	\$115,161
Supplies				
Office Supplies				
Program Supplies				
Client Materials	\$198			\$198
Operating				
Training				
Insurance				
Utilities/Rent/Mortgage				
Other (please specify)				

Food Purchase	\$522,032	\$105,000	Central Texas Food Bank (unrestricted funding and restricted private foundation/government funding)	\$417,032
Total	\$1,065,561	\$105,000		\$960,561

Please provide an explanation for any unusual budget expenditures listed in the line-item budget above.

VI. PROJECTED IMPLEMENTATION SCHEDULE WITH PERFORMANCE GOALS

Projected Start Date: October 1, 2025

Projected Completion Date: September 30, 2026

Activity Description	Start Month/Year	End Month/Year	Performance Measurement Goal
<i>Example: Hiring New Staff Member</i>	<i>October 2025</i>	<i>December 2025</i>	<i>Employment process complete</i>
Partner agency distributions	ongoing	ongoing	# pounds distributed and # residents assisted
Establish SNAP-a-thon San Marcos partnering organization(s)	October 2025	November 2025	Establish one new partnership to host first SNAP-a-thon in San Marcos
Community outreach to establish Home Delivery enrollment for Hays County/San Marcos	October 2025	November 2025	Establish Home Delivery partnering organization to support program enrollment in Hays County/San Marcos
Community outreach to establish Mobile FARMacy and Mobile Pantry sites	October 2025	November 2026	Establish partnerships with local San Marcos organizations to host monthly Mobile FARMacy and Mobile Pantry food distributions
Host SNAP-a-thon San Marcos event 1	January 2026	January 2026	Host first SNAP-a-thon San Marcos event
Begin Home Delivery program enrollment	November 2025	ongoing	# San Marcos neighbors enrolled in Home Delivery; # pounds distributed

Host Mobile FARMacy distribution	November 2025	ongoing	# monthly Mobile FARMacy distributions; pounds distributed and neighbors served
Host Mobile Pantry distribution	December 2025	ongoing	# monthly Mobile Pantry distributions; pounds distributed and neighbors served
Host SNAP-a-thon San Marcos event 2	June 2026	June 2026	Host second SNAP-a-thon San Marcos event

With respect to all other CDBG-assisted activities, the general standard is that no employee, agent, or officer of the subrecipient who exercises decision-making responsibility with respect to CDBG funds and activities is allowed to obtain a financial interest in or benefit from CDBG activities, or have a financial interest in any contract, subcontract, or agreement regarding those activities or in the proceeds for the activities. Specific provisions include that:

- The requirement applies to any person who is an employee, agent, consultant, officer, or elected or appointed official of the City, a designated public agency, or a subrecipient, and to their immediate family members and business partners.
- The requirement applies to such persons during their tenure and for a period of one year after leaving the grantee or subrecipient organization.
- Upon written request, exceptions may be granted by HUD on a case-by-case basis.

CONFLICT OF INTEREST QUESTIONNAIRE

NOTE: For the purpose of this form, a "covered person" includes any person who is an employee, agent, consultant, officer or elected or appointed official of the City of San Marcos, your organization, or any designated public agency.

Name of Organization: Central Texas Food Bank

1. Does your organization maintain a written code or standards of conduct that governs the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds?

Yes No If "No" is checked, please explain how you will comply with this requirement:

2. Are any of your Board Members or employees that are responsible for carrying out this project or members of their immediate families or their business associates also:

a. Employed by the City of San Marcos? Yes No

b. Members of or closely related to members of the San Marcos City Council? Yes No

c. Members of or closely related to an employee of the City of San Marcos? Yes No

d. Current beneficiaries or related to beneficiaries of the project for which funds are requested?

Yes No

e. Paid providers of goods or services to the program or having other financial interest in the program or related to such individuals? Yes No

3. For **each** relationship described above, please answer the following questions: (attach additional page if necessary)

a. Name of employee or official: _____

b. Is this person receiving or likely to receive taxable income from your organization?

Yes No

c. Is your organization receiving or likely to receive taxable income from or at the direction of the employee or official AND the taxable income is not from the City of San Marcos?

Yes No

d. Is your organization affiliated with a corporation or other business entity in which the employee or official serves as an officer or director, or holds an ownership interest of 10% or more?

Yes No

4. Describe any other affiliation or business relationship that might cause a conflict of interest with respect to CDBG funds and activities.

N/A

5. Will any of your organization's employees, officers, board members, or members of their immediate family or business partners have a financial interest in any contract, subcontract, or agreement regarding CDBG funded activities?

Yes No . If yes, please attach an explanation.

IX. APPLICANT ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies with respect to this project or program, by the submission of this application, that the following are true statements:

1. It possesses legal authority to apply for the grant and to finance the proposed request; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards as codified in Title 2, Part 200 of the Code of Federal Regulations (UAR) and agrees to adhere to the accounting principles and procedures required therein, utilizing adequate internal controls and maintaining necessary source documentation for all costs incurred.
3. If it expends \$750,000 or more of federal funds in a fiscal year, it will comply with the Single Audit Act of 1984.
4. It will comply with the provisions of Executive Order 11988, relating to evaluation of flood hazards, and Executive Order 11990, relating to protection of wetlands. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, and approved December 31, 1976. Section 102(a).
5. It will have sufficient funds available or the ability to obtain the non-federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purposes constructed.
6. It will give the City and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the City that funds have been approved and that the project will be performed to completion with reasonable diligence.
8. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
9. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646), which provides for fair and equitable treatment of persons displaced because of federal and federally-assisted programs.
10. It will comply with the provisions of the Hatch Act, which limit the political activity of employees.
11. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act as they apply.
12. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the city/federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be utilized in the project is under consideration for listing by the EPA.
13. It will assist the city/federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.).

14. It will comply with Texas Civil Statutes, Article 5996a, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree by affinity or third degree by consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
15. It will ensure that all information collected, assembled or maintained by the applicant relative to this project shall be available to the public during normal business hours in compliance with Texas Civil Statutes, Article 6252-17a, unless otherwise expressly provided by law.
16. It will conduct and administer the program in conformity with the Fair Housing Act (42 USC Section 3901 et. Seq.) and that it will affirmatively further fair housing.
17. It will minimize displacement of persons because of activities assisted with CDBG funds. If displacement of residential dwellings will occur in connection with a grant-assisted project, it will follow a residential anti-displacement and relocation assistance plan as specified by the City of San Marcos.
18. It certifies that it is not now, nor has it ever been, on the Federal List of Debarred Contractors.
19. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with such funds by assessing any amount against properties owned and occupied by persons of LMI, including any fee charged or assessment made as a condition of obtaining access to such public improvements unless (a) such funds are used to pay the proportion of such fee or assessment that related to the capital costs of such public improvements that are financed from revenue sources other than such funds; or (b) for purposes of assessing any amount against properties owned and occupied by persons of moderate income, applicant certifies that it lacks sufficient funds under this contract to comply with the requirements of clause (a).
20. It agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart J and subpart K of these regulations, except that (1) the Agency does not assume the recipient's environmental responsibilities described in 24 CFR 570.604 and (2) Agency does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. Agency also agrees to comply with all other applicable Federal, State, and local laws, regulations, and policies governing the funds provided. Agency further agrees to utilize funds available to supplement rather than supplant funds otherwise available. Agency shall comply with all applicable Federal laws, regulations, and requirements, which include compliance with the provisions of the HCD Act and all rules, regulations, guidelines, and circulars promulgated by the various Federal departments, agencies, administrations, and commissions relating to the CDBG Program. The applicable laws and regulations include, but are not limited to:
 - 24 CFR Part 570;
 - 24 CFR Parts 84 and 85;
 - The Davis-Bacon Fair Labor Standards Act;
 - The Contract Work Hours and Safety Standards Act of 1962;
 - Copeland "Anti-Kickback" Act of 1934;
 - Sections 104(b) and 109 of the Housing and Community Development Act of 1974;
 - Section 3 of the Housing and Urban Development Act of 1968;
 - Equal employment opportunity and minority business enterprise regulations established in 24 CFR part 570.904;
 - Non-discrimination in employment, established by Executive Order 11246 (as amended by Executive Orders 11375 and 12086);
 - Section 504 of the Rehabilitation Act of 1973 Uniform Federal Accessibility Standards;
 - The Architectural Barriers Act of 1968;
 - The Americans with Disabilities Act (ADA) of 1990;
 - The Age Discrimination Act of 1975, as amended;

- National Environmental Policy of 1969 (42 USC 4321 et seq.) as amended;
- Lead Based paint regulations established in 24 CFR Parts 35, 570.608, and 24 CFR 982.401;
- Asbestos guidelines established in CPD Notice 90-44;
- HUD Environmental Criteria and Standards (24 CFR Part 51);
- The Energy Policy and Conservation Act (Public Law 94-163) and 24 CFR Part 39
- Flood Disaster Protection Act of 1973;
- Colorado House Bill 06-1023 and 06-1043;
- Procurement Standards (2 CFR 200.322);
- Rights to Inventions Made Under a Contract or Agreement (37 CFR 401.2 (a));
- Energy Efficiency (2 CFR Part 200 Appendix II); and
- Recycling (2 CFR Part 200 Appendix II).

CERTIFICATIONS REGARDING LOBBYING:

21. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
22. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard form – “Disclosure Form to Report Lobbying”, in accordance with its instructions.
23. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
24. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

GENERAL CERTIFICATIONS:

25. The information, exhibits, and schedules contained in this application are true and accurate statements and represent fairly the financial condition of our organization;
 26. Our organization is eligible to receive federal funding and has not been placed in a debarred or otherwise ineligible status under the provisions of CFR Part 24;
 27. Our organization prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964; and,
 28. Our governing body has duly authorized submission of this document. If funded, we agree to comply with the procedures outlined in the “Playing by the Rules” handbook that will be supplied by the City of San Marcos.
- I, the duly authorized representative of the applicant organization, certify that the foregoing statements are true to the best of my knowledge and belief:

CERTIFIED BY:

Signature: 

Date Signed: May 8, 2025

Printed Name: Sari Vatske

Title: CEO and President

Organization Name: Central Texas Food Bank

Board Resolution



May 6, 2025

CENTRAL TEXAS FOOD BANK

BOARD OF DIRECTORS RESOLUTION

Resolution to Authorize Application for Community Development Block Grant (CDBG) Funding

WHEREAS, the City of San Marcos is accepting applications for its 2025 Community Development Block Grant (CDBG) to fund projects occurring between October 1, 2025, and September 30, 2026; and

WHEREAS, the Central Texas Food Bank is eligible to apply for funding under the Public Services category, which has a funding cap of \$105,000; and

WHEREAS, the Central Texas Food Bank intends to apply for the full \$105,000 to support general operating expenses for services benefitting San Marcos residents, and will demonstrate a quantifiable increase in services as required by the program guidelines; and

WHEREAS, applications are due no later than May 8, 2025, and the City of San Marcos requires a resolution or board minutes showing organizational approval to apply and designating an authorized representative to sign the necessary documents.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Central Texas Food Bank hereby authorizes the organization to apply for the City of San Marcos 2025 Community Development Block Grant in the amount of \$105,000 under the Public Services category for the purpose of supporting general operations that benefit San Marcos residents; and

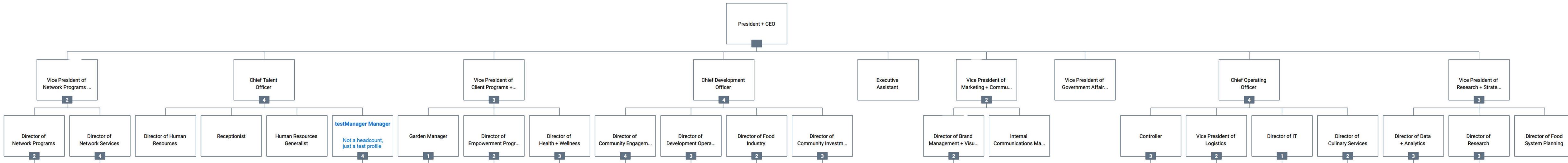
BE IT FURTHER RESOLVED that Sari Vatske, President & CEO, is hereby designated as the authorized representative to sign and submit the application and any related documents on behalf of the Central Texas Food Bank.

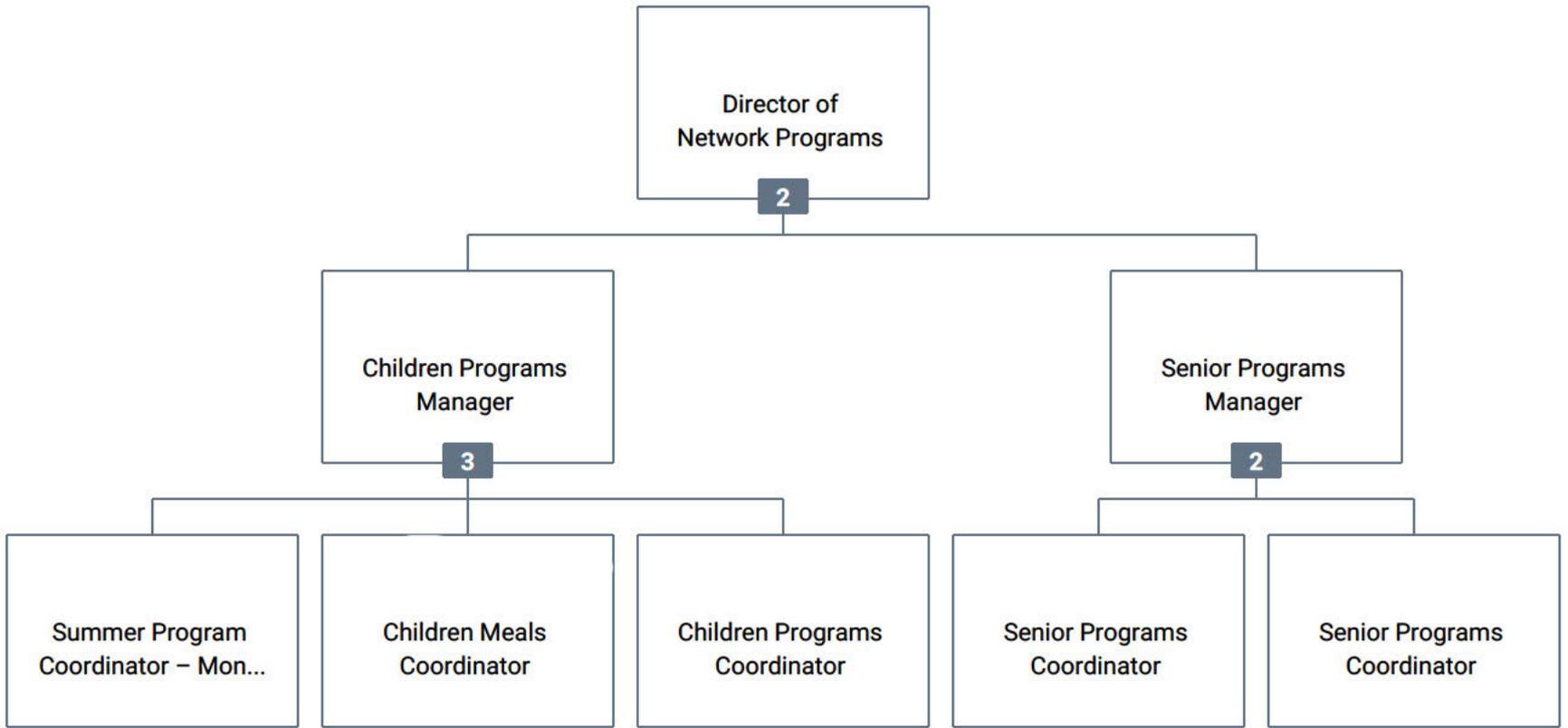
APPROVED AND ADOPTED by the Board of Directors of the Central Texas Food Bank on this 6th day of May 2025.

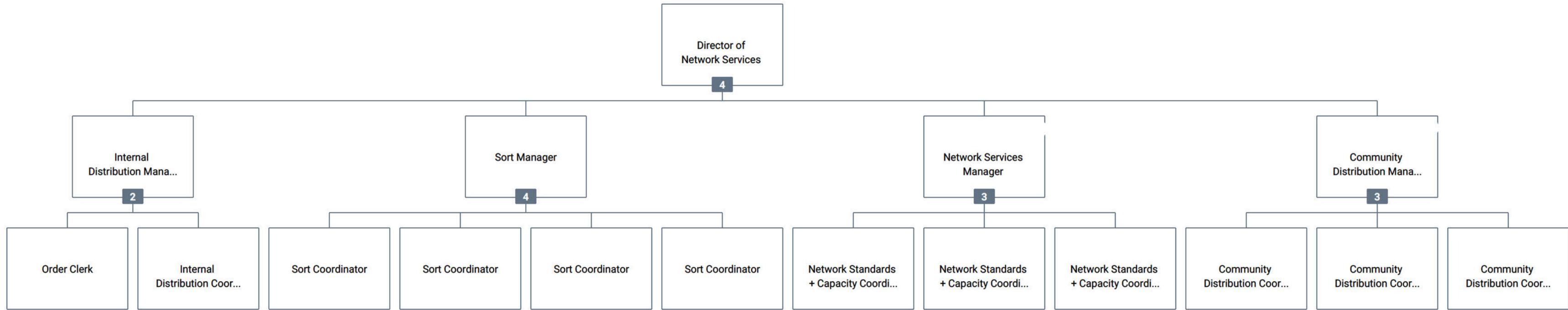
Kathleen Farlow

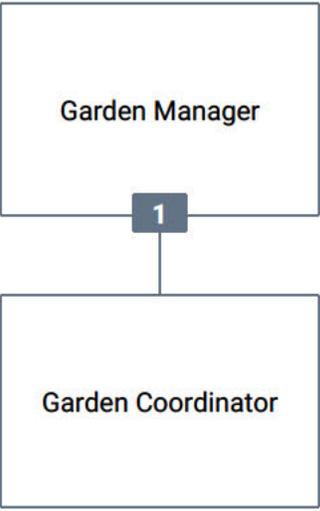
Kathleen Farlow
Chair, Board of Directors

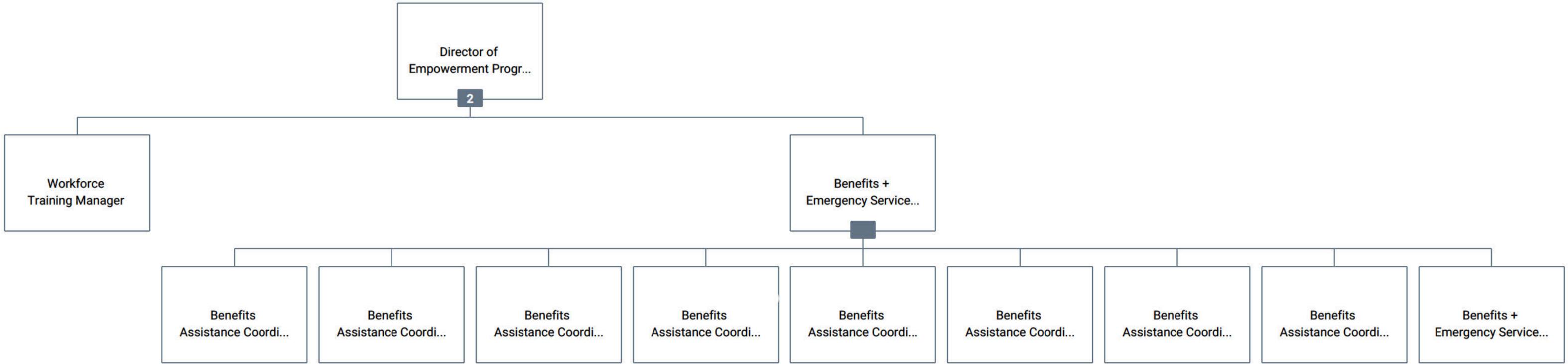
Organization Chart

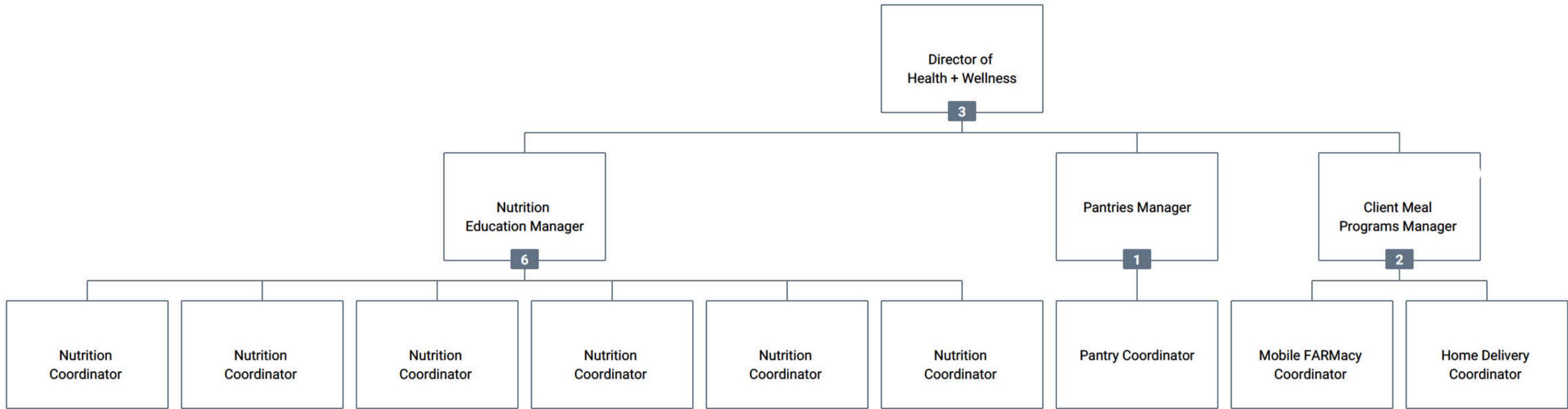


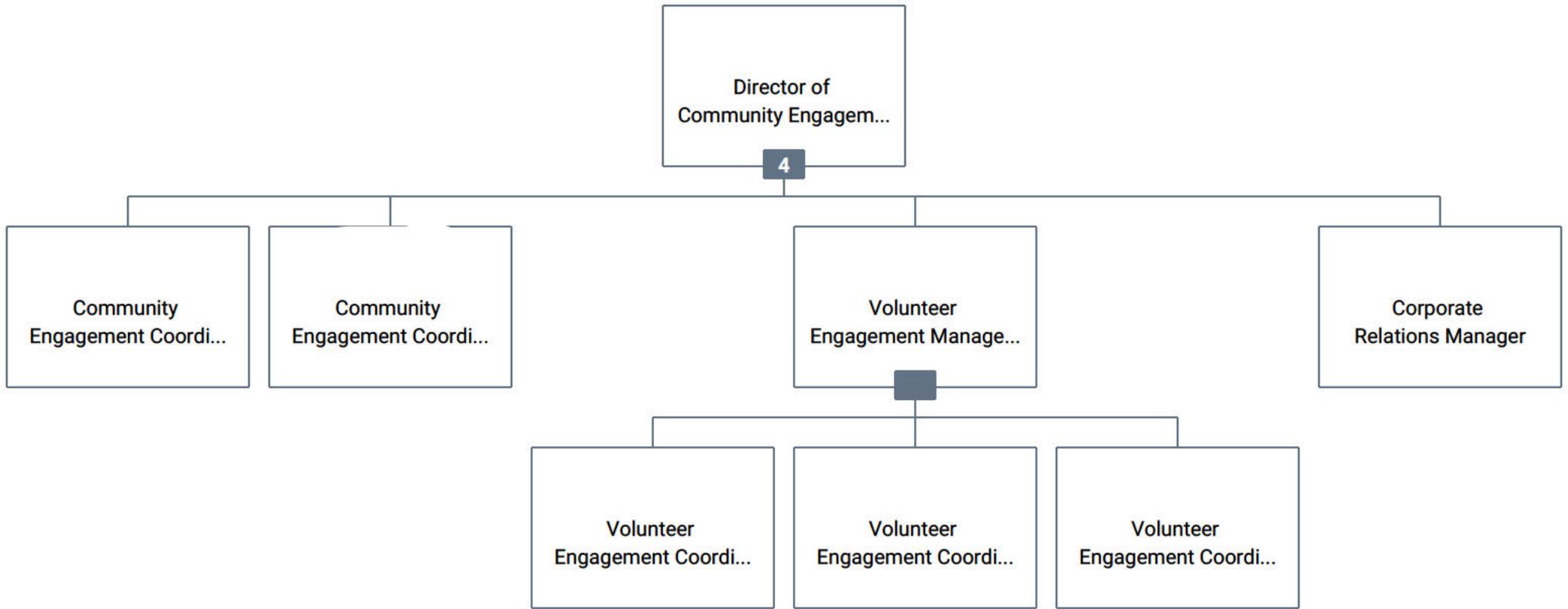


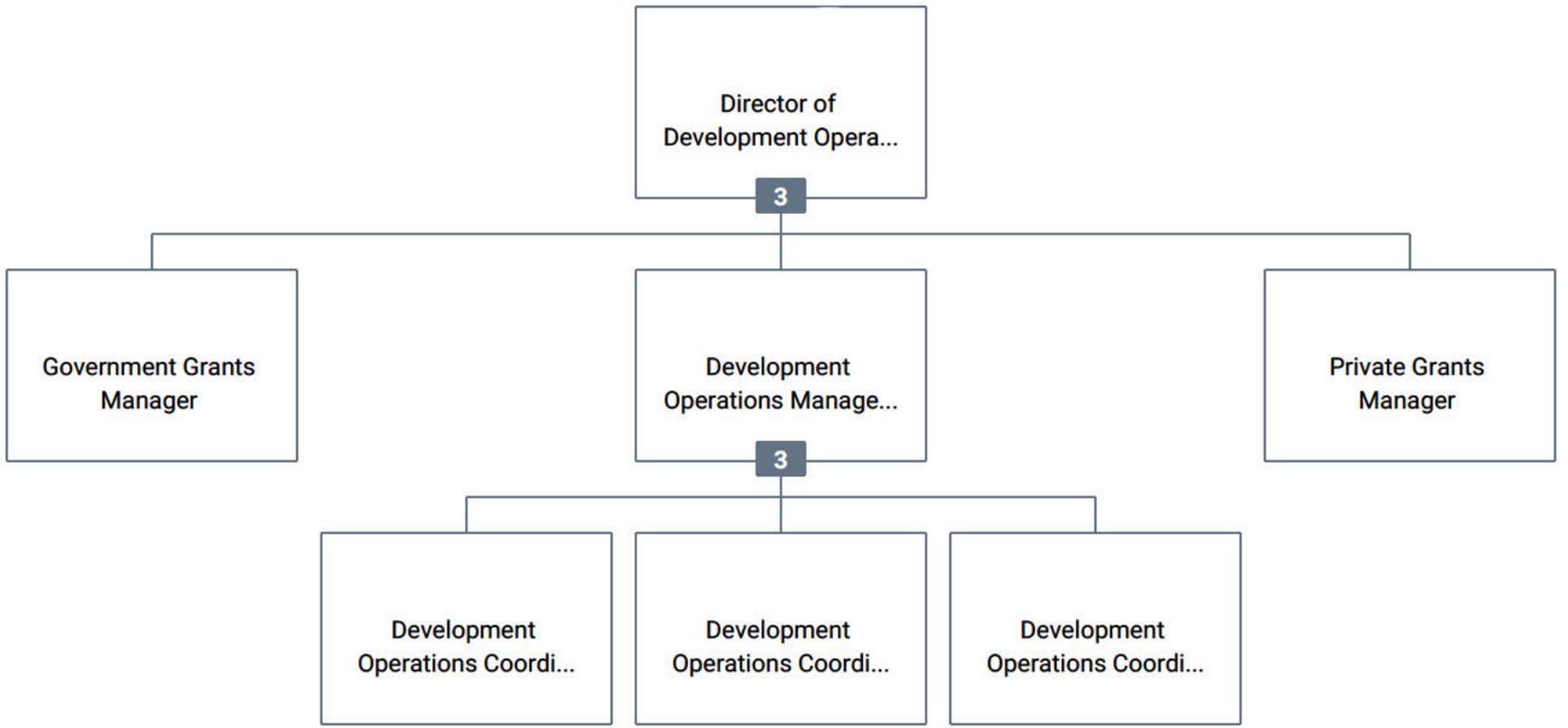


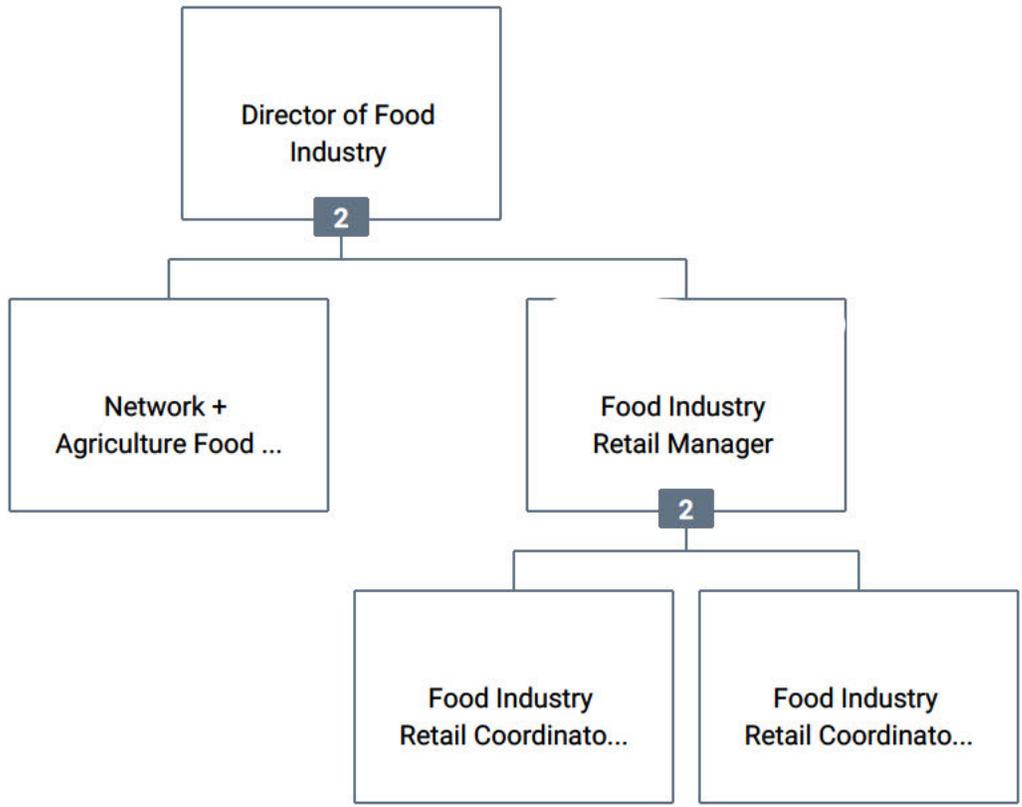


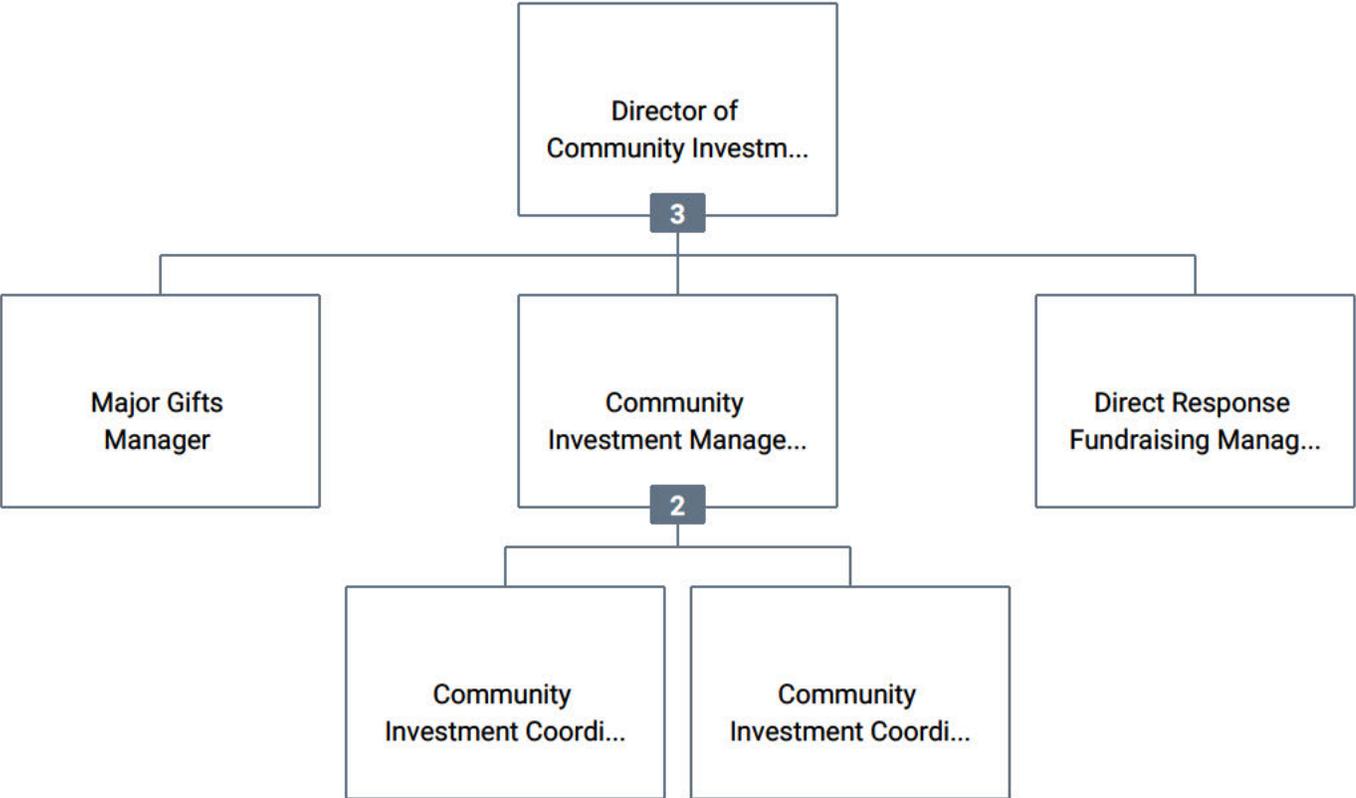


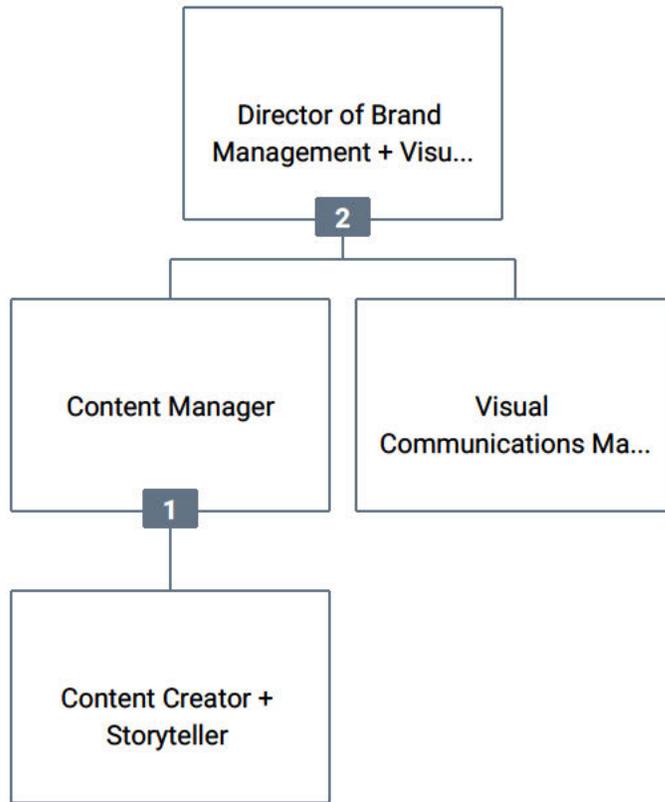


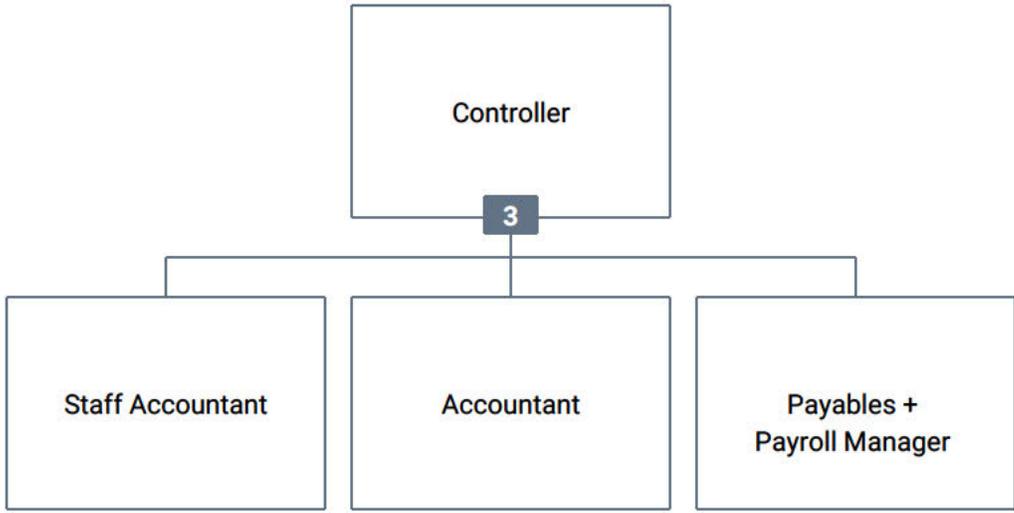












Vice President of Logistics
2

Director of Warehousing
3

Transportation Manager
27

Warehouse Manager
12

Inventory Manager
1

Facilities Manager
2

Non-CDL Driver

CDL-A Driver

Non-CDL Driver

Router

CDL-A Driver

CDL-A Driver

Non-CDL Driver

CDL-A Driver

CDL-A Driver

CDL-A Driver

CDL-A Driver

CDL-A Driver

Non-CDL Driver

Non-CDL Driver

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Non-CDL Driver

CDL-A Driver

CDL-A Driver

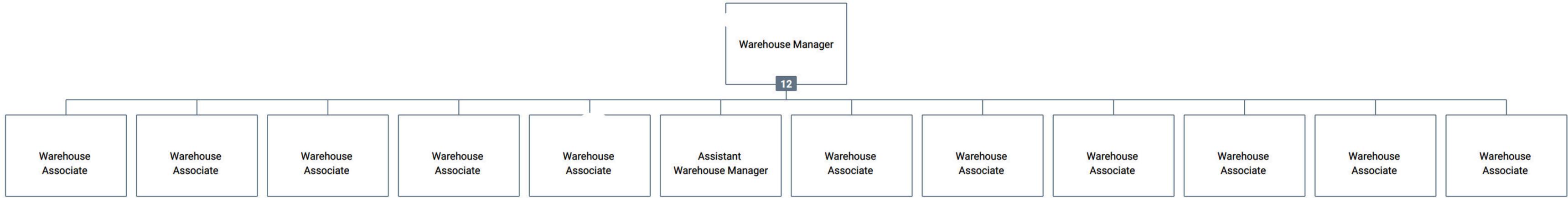
CDL-A Driver

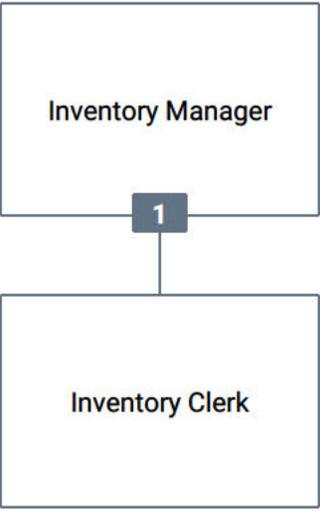
Non-CDL Driver

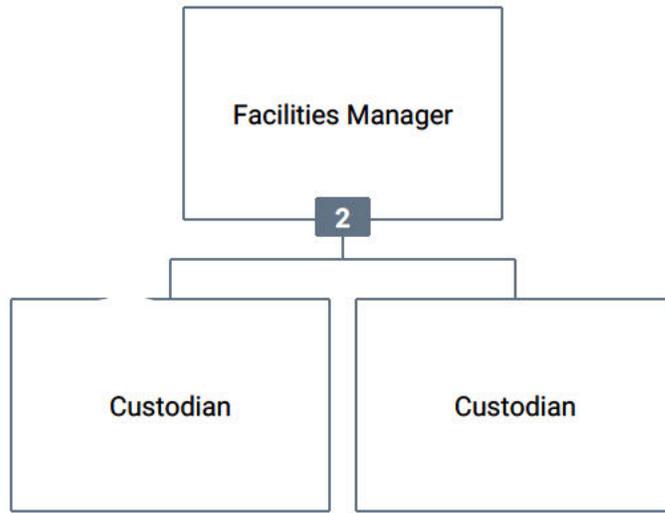
Non-CDL Driver

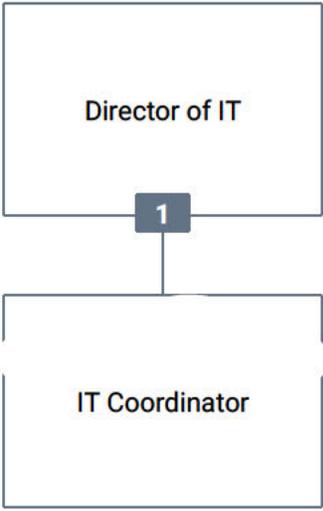
Non-CDL Driver

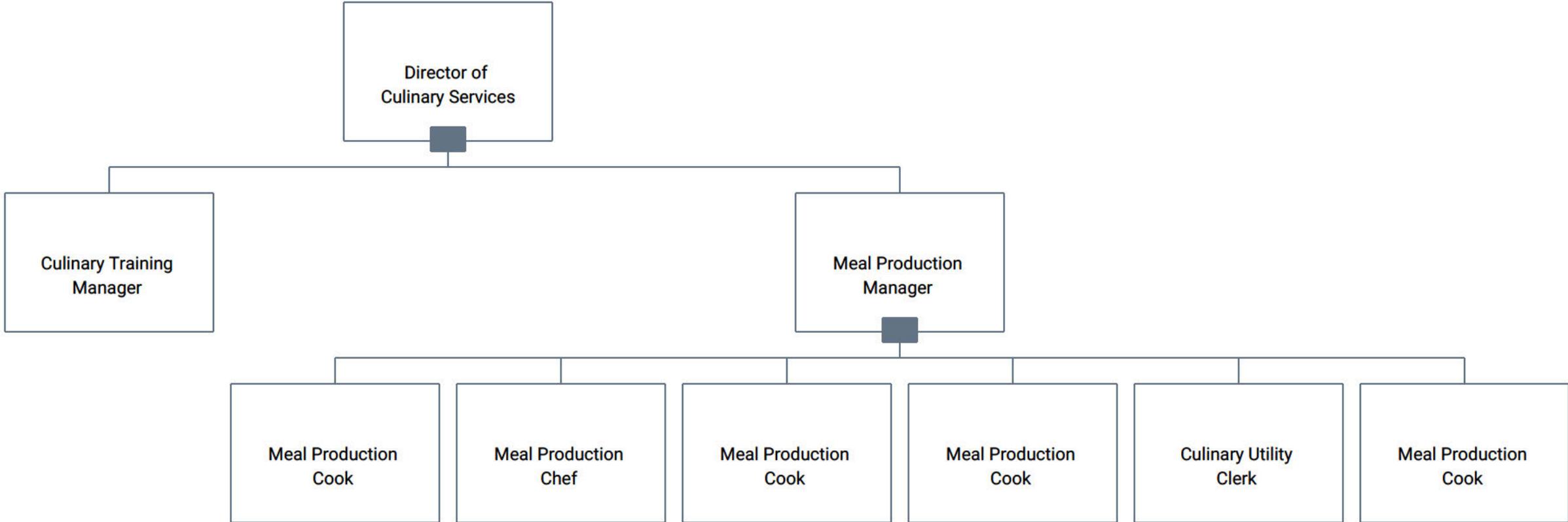
CDL-A Driver

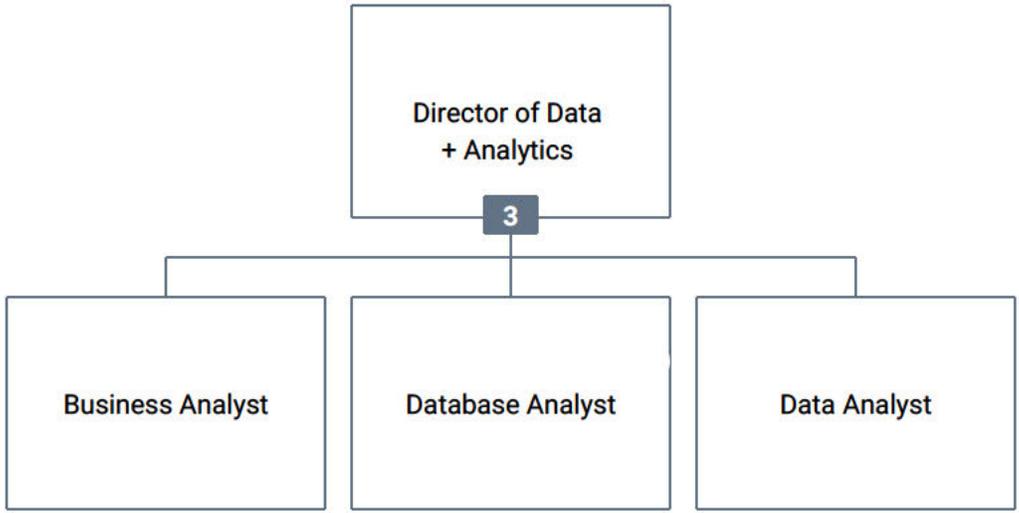


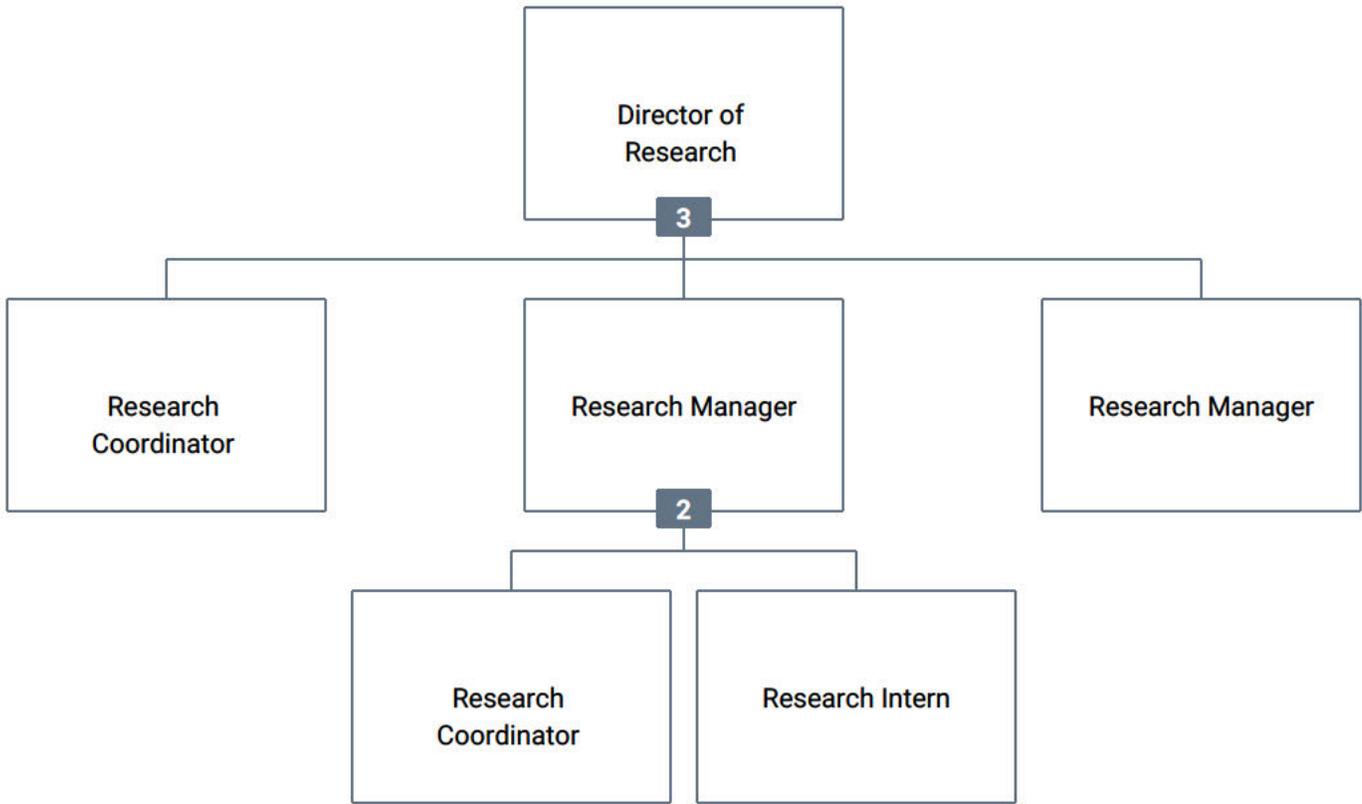












FY24 and FY25 Budgets

*We are finalizing our FY26 budget and can
send once complete*



FY24 OPERATING BUDGET DETAIL:

	<u>FY 24 (Budget)</u>
Revenue	
Private Contributions	\$ 19,805,053
Government	11,573,988
Program	3,078,149
Investment and Other	2,700,000
<i>Transfer from BOD Designated</i>	210,000
Total Revenue	<u>\$ 37,367,189</u>
Expenses	
Personnel	\$ 15,883,944
Food and Other Program Expenses	12,826,394
Transportation	2,613,997
Occupancy	1,009,216
Warehouse	227,448
Kitchen	96,222
Fundraising, Events, and Marketing	1,220,903
Professional Services	618,791
Other Employee Related Expenses	273,509
Office and Technology	740,939
Other Expenses	702,332
Depreciation	743,000
<i>Waco DC -- Transfer to Capex Fund</i>	305,900
Total Expense	<u>\$ 37,262,595</u>
Total Surplus/ (Deficit)	<u>\$ 104,594</u>



FY25 OPERATING BUDGET DETAIL:

Note: FY25 budget reflects 9 months (October 2024-June 2025) as we are adjusting our FY from October-September to July-June

	<u>FY25 (Budget)</u>
Revenue	
Private Contributions	\$22,152,423.00
Government	\$5,748,891.00
Program	\$822,150.00
Investment and Other	\$3,681,859.00
<i>Total Revenue</i>	<u>\$32,405,323.00</u>
Expenses	
Personnel	\$12,150,036.00
Food and Other Program Expenses	\$12,435,587.00
Transportation	\$886,900.00
Occupancy	\$712,933.00
Equipment Rental and Maintenance	\$705,301.00
Professional Services	\$1,645,221.00
Office and Technology	\$156,985.00
Supplies	\$402,908.00
Depreciation	\$1,128,228.00
Insurance	\$444,788.00
Hospitality, Training, Travel	\$204,848.00
Agency Support	\$124,358.00
Other	\$63,750.00
<i>Total Expense</i>	<u>\$31,061,843.00</u>
Total Surplus/(Deficit)	<u>\$1,343,480.00</u>

San Marcos Nutrition Access Program Expenses ***\$960,561.00***

Most Recent Audit

**CENTRAL TEXAS FOOD BANK, INC.,
CENTRAL TEXAS FOOD BANK FOUNDATION,
and CAFB OF TX SUPPORT CORPORATION
(nonprofit organizations)
FINANCIAL STATEMENTS
and Other Financial Information
September 30, 2022 and 2021**

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BASIC FINANCIAL STATEMENTS



Independent Auditors' Report

To the Board of Directors of
Central Texas Food Bank, Inc.,
Central Texas Food Bank Foundation, and
CAFB of TX Support Corporation

Opinion

We have audited the accompanying consolidated financial statements of Central Texas Food Bank, Inc., Central Texas Food Bank Foundation, and CAFB of TX Support Corporation (all nonprofit organizations, collectively, the Organizations) which comprise the consolidated statements of financial position as of September 30, 2022 and 2021, and the related consolidated statements of activities and changes in net assets, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of the Organizations as of September 30, 2022 and 2021, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Organizations and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organizations' ability to continue as a going concern within one year after the date that the financial statements are issued.

Auditors' Responsibility for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organizations' internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organizations' ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying consolidating schedule of financial position on page 25 and consolidating schedule of activities and changes in net assets by fund on page 27 are presented for purposes of additional analysis and are not required parts of the basic consolidated financial statements. The consolidating schedules of financial position and activities and changes in net assets by fund are presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the consolidated financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 26, 2023, on our consideration of the Organizations' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organizations' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organizations' internal control over financial reporting and compliance.



Austin, Texas

April 26, 2023

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
CONSOLIDATED STATEMENTS OF FINANCIAL POSITION
SEPTEMBER 30, 2022 AND 2021**

ASSETS	2022	2021
Cash and Cash Equivalents	\$ 53,462,921	\$ 49,962,944
Accounts Receivable	1,731,379	219,865
Investments	16,217,896	15,780,831
Food Inventory Held for Distribution	1,794,182	4,267,414
Purchased Food Inventory	933,379	582,417
Prepaid Expenses	413,960	375,101
Property and Equipment (Net of Accumulated Depreciation of \$7,480,154 and \$6,287,392, respectively)	23,758,622	23,850,021
Notes Receivable	-	12,745,100
TOTAL ASSETS	<u>\$ 98,312,339</u>	<u>\$ 107,783,693</u>
LIABILITIES AND NET ASSETS		
Liabilities:		
Accounts Payable	\$ 1,077,510	\$ 1,056,526
Accrued Liabilities	677,259	765,154
Deferred Revenue	161,061	114,191
New Market Tax Credit Notes Payable	-	18,181,758
Total Liabilities	<u>1,915,830</u>	<u>20,117,629</u>
Net Assets:		
Net Assets Without Donor Restrictions:		
Undesignated	39,343,202	57,049,842
Designated:		
For Future Food Distribution	1,794,182	4,267,414
For Property and Equipment	23,057,124	3,501,336
For Operating Reserve	29,000,000	18,983,917
For CTFB Foundation	3,033,024	3,588,655
Total Net Assets Without Donor Restrictions	<u>96,227,532</u>	<u>87,391,164</u>
Net Assets With Donor Restrictions:		
For Programs	17,883	123,806
In Perpetuity	151,094	151,094
Total Net Assets With Donor Restrictions	<u>168,977</u>	<u>274,900</u>
Total Net Assets	<u>96,396,509</u>	<u>87,666,064</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 98,312,339</u>	<u>\$ 107,783,693</u>

The Notes to Consolidated Financial Statements are an integral part of these consolidated financial statements.

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED SEPTEMBER 30, 2022**

	Without Donor Restrictions	With Donor Restrictions		Total
		Time and/or Purpose	In Perpetuity	
PUBLIC SUPPORT AND REVENUE				
Public Support:				
Contributed Non-Financial Assets				
Donated Food	\$ 75,957,652	\$ -	\$ -	\$ 75,957,652
Grants and Contracts	8,791,028	-	-	8,791,028
Contributions	26,506,142	313,160	-	26,819,302
Revenue:				
Program Service Fees	1,875,760	-	-	1,875,760
Investment Return, Net	(1,944,935)	-	-	(1,944,935)
Government Grant	-	-	-	-
Other	5,803,668	-	-	5,803,668
	116,989,315	313,160	-	117,302,475
Net Assets Released from Restrictions	419,083	(419,083)	-	-
Total Public Support and Revenue	117,408,398	(105,923)	-	117,302,475
EXPENSES				
Program Services:				
Donated Food Program	101,918,977	-	-	101,918,977
Supporting Services:				
Management and General	3,201,014	-	-	3,201,014
Fund Raising	3,452,039	-	-	3,452,039
Total Expenses	108,572,030	-	-	108,572,030
Change in Net Assets	8,836,368	(105,923)	-	8,730,445
Net Assets at Beginning of Year	87,391,164	123,806	151,094	87,666,064
Net Assets at End of Year	\$ 96,227,532	\$ 17,883	\$ 151,094	\$ 96,396,509

The Notes to Consolidated Financial Statements are an integral part of these consolidated financial statements.

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

	Without Donor Restrictions	With Donor Restrictions		Total
		Time and/or Purpose	In Perpetuity	
PUBLIC SUPPORT AND REVENUE				
Public Support:				
Contributed Non-Financial Assets				
Donated Food	\$ 87,224,386	\$ -	\$ -	\$ 87,224,386
Grants and Contracts	6,035,895	-	-	6,035,895
Contributions	45,424,875	1,471,042	-	46,895,917
Revenue:				
Program Service Fees	1,354,744	-	-	1,354,744
Investment Return, Net	1,361,700	-	-	1,361,700
Government Grant	1,268,800	-	-	1,268,800
Other	117,654	-	-	117,654
	142,788,054	1,471,042	-	144,259,096
Net Assets Released from Restrictions	1,956,399	(1,956,399)	-	-
Total Public Support and Revenue	144,744,453	(485,357)	-	144,259,096
EXPENSES				
Program Services:				
Donated Food Program	112,775,710	-	-	112,775,710
Supporting Services:				
Management and General	2,222,880	-	-	2,222,880
Fund Raising	3,368,294	-	-	3,368,294
Total Expenses	118,366,884	-	-	118,366,884
Change in Net Assets	26,377,569	(485,357)	-	25,892,212
Net Assets at Beginning of Year	61,013,595	609,163	151,094	61,773,852
Net Assets at End of Year	\$ 87,391,164	\$ 123,806	\$ 151,094	\$ 87,666,064

The Notes to Consolidated Financial Statements are an integral part of these consolidated financial statements.

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED SEPTEMBER 30, 2022**

	Donated Food Program	Supporting Services		Total
		Management and General	Fund Raising	
Donated Food Distributed to Others	\$ 77,761,477	\$ -	\$ -	\$ 77,761,477
Salaries and Related Expenses	8,071,256	2,202,079	1,389,826	11,663,161
Food Acquisitions	10,398,060	-	-	10,398,060
Fees for Service	46,158	192,403	1,716,496	1,955,057
Equipment Rent and Maintenance	1,103,978	193,182	44,183	1,341,343
Mileage and Freight	1,009,538	-	-	1,009,538
Occupancy	793,753	14,929	261	808,943
Professional Fees	166,427	360,023	195,614	722,064
Supplies	367,039	34,443	16,362	417,844
Insurance	394,691	20,330	-	415,021
Conferences and Meetings	174,208	63,134	15,270	252,612
Grants to Agencies	174,709	-	-	174,709
Telephone	62,400	9,491	4,602	76,493
Printing and Publication	18,511	7,828	30,313	56,652
Postage	2,318	3,076	21,108	26,502
Memberships	1,214	4,982	4,706	10,902
Miscellaneous	3,792	400	-	4,192
	<u>100,549,529</u>	<u>3,106,300</u>	<u>3,438,741</u>	<u>107,094,570</u>
Interest	195,889	86,007	2,802	284,698
Depreciation	1,173,559	8,707	10,496	1,192,762
TOTAL EXPENSES	<u><u>\$ 101,918,977</u></u>	<u><u>\$ 3,201,014</u></u>	<u><u>\$ 3,452,039</u></u>	<u><u>\$ 108,572,030</u></u>

The Notes to Consolidated Financial Statements are an integral part of these consolidated financial statements.

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED SEPTEMBER 30, 2021**

	Donated Food Program	Supporting Services		Total
		Management and General	Fund Raising	
Donated Food Distributed to Others	\$ 89,258,848	\$ -	\$ -	\$ 89,258,848
Salaries and Related Expenses	7,510,814	1,726,562	1,385,486	10,622,862
Food Acquisitions	9,280,324	-	-	9,280,324
Fees for Service	132,034	111,456	1,765,933	2,009,423
Equipment Rent and Maintenance	808,138	95,908	23,328	927,374
Mileage and Freight	596,495	-	-	596,495
Occupancy	775,330	12,482	160	787,972
Professional Fees	23,368	136,684	61,073	221,125
Supplies	223,602	32,642	12,080	268,324
Insurance	297,688	21,344	1,226	320,258
Conferences and Meetings	128,572	46,402	12,580	187,554
Grants to Agencies	2,267,627	-	-	2,267,627
Telephone	45,458	10,829	5,086	61,373
Printing and Publication	20,912	6,250	49,142	76,304
Postage	2,729	2,452	35,726	40,907
Memberships	453	7,656	1,780	9,889
Miscellaneous	-	53	-	53
	<u>111,372,392</u>	<u>2,210,720</u>	<u>3,353,600</u>	<u>116,936,712</u>
Interest	363,589	4,406	5,328	373,323
Depreciation	1,039,729	7,754	9,366	1,056,849
TOTAL EXPENSES	<u><u>\$ 112,775,710</u></u>	<u><u>\$ 2,222,880</u></u>	<u><u>\$ 3,368,294</u></u>	<u><u>\$ 118,366,884</u></u>

The Notes to Consolidated Financial Statements are an integral part of these consolidated financial statements.

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
CONSOLIDATED STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

	2022	2021
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>		
Change in Net Assets	\$ 8,730,445	\$ 25,892,212
Adjustments to Reconcile Increase (Decrease) in Net Assets to Net Cash Provided by (Used by) Operating Activities:		
(Gain) Loss on Disposal of Property and Equipment	-	3,369
(Gain) Loss on New Market Tax Credit Debt dissolution	(5,524,900)	-
Depreciation	1,192,762	1,056,849
Debt forgiveness	-	(1,268,800)
Amortization	88,242	105,859
Unrealized (Gain) Loss on Investments	2,850,352	(876,670)
(Increase) Decrease in Operating Assets:		
Accounts Receivable	(1,511,514)	1,124,464
Food Inventory	2,122,270	2,545,704
Prepaid Expenses	(38,859)	454,622
Increase (Decrease) in Operating Liabilities:		
Accounts Payable	20,984	795,824
Accrued Liabilities	(87,895)	108,726
Deferred Revenue	46,870	(1,490,073)
Net Cash Provided by (Used by) Operating Activities	7,888,757	28,452,086
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>		
Purchase of Investments	(9,643,183)	(18,167,843)
Proceeds from Sale of Investments	6,355,766	9,906,779
Proceeds from Sale of Property and Equipment	-	2,500
Purchase of Property and Equipment	(1,101,363)	(1,720,796)
Net Cash Provided by (Used by) Investing Activities	(4,388,780)	(9,979,360)
<u>CASH FLOWS FROM FINANCING ACTIVITIES</u>		
Net Cash Provided by (Used by) Financing Activities	-	-
 NET INCREASE IN CASH AND CASH EQUIVALENTS	 3,499,977	 18,472,726
Cash and Cash Equivalents at Beginning of Year	49,962,944	31,490,218
Cash and Cash Equivalents at End of Year	\$ 53,462,921	\$ 49,962,944
<u>SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION</u>		
Cash Paid During the Year for:		
Interest	\$ 196,456	\$ 267,464
Federal Income Taxes	\$ -	\$ -
Maturity of New Market Tax Credit Debt	\$ 12,745,100	\$ -
Maturity of New Market Tax Credit Note Receivable	\$ 12,745,100	\$ -

The Notes to Consolidated Financial Statements are an integral part of these consolidated financial statements.

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization. Central Texas Food Bank, Inc. (the Food Bank), formerly the Capital Area Food Bank of Texas, Inc, is a Texas nonprofit corporation. The Food Bank accepts food donations and distributes it to various agencies and food insecure individuals.

The Central Texas Food Bank Foundation (the Foundation), formerly the Capital Area Food Bank Foundation, also a Texas nonprofit corporation, was created in January 2000 to provide a stable source of revenue to support the Food Bank's general program operations.

The CAFB of TX Support Corporation (the Support Corporation), also a Texas nonprofit corporation, was created in April 2015 and is organized and will be operated at all times exclusively for the benefit of the Food Bank. The Support Corporation constructed a new facility which it leases to the Food Bank.

The Food Bank raises funds through government grants and donations from organizations, businesses and individuals. A portion of the program costs is shared by the recipient agencies in correlation with the amount of food each agency receives. Funding is provided primarily by donated food received, public support, program fees, and grants and contracts.

Consolidated Financial Statements. The accompanying consolidated financial statements include the financial statements of the Food Bank, the Foundation, and the Support Corporation (collectively, the Organizations). The majority of the Foundation's Board of Directors is derived from the directors of the Food Bank's Board. The Support Corporation's Board of Directors is appointed by its sole member, the Food Bank. All significant inter-company transactions have been eliminated in the consolidated financial statements.

Basis of Presentation. The accompanying consolidated financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP). Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Organizations and changes therein are classified and reported as follows:

Net assets without donor restrictions— Net assets that are not subject to donor-imposed stipulations.

Net assets with donor restriction — Net assets subject to donor-imposed stipulations that may or will be met either by actions of the Organizations and/or the passage of time. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the Consolidated Statements of Activities and Changes in Net Assets as net assets released from restrictions. Net assets with donor stipulations in perpetuity are also included in this class. Generally, the donors of these assets permit the Organizations to use all or part of the income earned on any related investments for general or specific purposes.

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
- CONTINUED**

Cash Equivalents. The Organizations consider all deposits held at financial institutions or brokerage houses that are subject to withdrawal by check and investments with an original maturity of three months or less to be cash equivalents.

Investments. Investments are recorded at fair value as of year-end. Unrealized gains and losses as well as all interest and dividends earned are included in the change in unrestricted net assets in the accompanying Consolidated Statements of Activities and Changes in Net Assets.

Accounts Receivable. The Food Bank considers all recorded accounts and grants to be fully collectible. Accordingly, no allowance for doubtful accounts is required.

Food Inventory. The Food Bank acts as an agent for the donors of food, distributing it to various agencies. Donated food inventory on-hand at September 30, 2022 and 2021, is recorded in the financial statements at an average value of \$1.92 and \$1.79, respectively, per pound as calculated by Feeding America, a nationwide network of member food banks.

Property and Equipment. Donations of property and equipment are recorded as support revenue at their estimated fair value. Such donations are reported as support without donor restrictions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, the Food Bank reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Food Bank reclassifies net assets with donor restrictions to net assets without donor restrictions at that time. Purchased property and equipment is recorded at cost. There were no capital assets donated during the years ended September 30, 2022 and 2021.

The Food Bank capitalizes all depreciable assets with a cost equal to or greater than \$1,000 with a useful life of more than one year. Assets retired from service during the year are charged against their accumulated depreciation account and removed from the fixed asset records. If the asset is not fully depreciated the residual asset balance is charged to depreciation expense for the current year.

Depreciation on property and equipment is provided using the straight-line method over estimated useful lives of the respective assets, ranging from 3 to 50 years. Upon sale or other disposition of assets, the costs and related accumulated depreciation are removed from the accounts and the resulting gain or loss, if any, is reflected as an increase or decrease in net assets without donor restrictions.

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
- CONTINUED**

Board Designated Net Assets. The Board of Directors has set aside amounts to be used for designated future purposes of the Organizations as reflected in these consolidated financial statements. A portion of the net assets without donor restrictions is set aside as an operating reserve fund in compliance with Feeding America recommendations.

Revenue Recognition. In accordance with the Financial Accounting Standards Board Accounting Standards Codification (FASB ASC) 958-605, *Revenue Recognition*, contributions (grants) received from federal, state, and local governments that are conditioned upon the Food Bank incurring certain qualifying costs are considered to be conditional promises to give and therefore are recognized as revenue as those costs are incurred.

Donations. Donated material and services, although significant in amount, are not recorded unless there is an objectively measurable basis for determining their fair value.

A substantial number of people donate significant amounts of services to the Food Bank. The consolidated financial statements do not reflect the value of these services as no objective basis exists for the reasonable measuring of the value of such services in accordance with FASB ASC 958-605-25. It is estimated that volunteers contributed approximately 86,300 and 99,716 hours to the food distribution program during the years ended September 30, 2022 and 2021, respectively.

Recognition of Donor Restrictions. Unconditional promises to give are recognized as revenues or gains in the period received and as assets, decreases of liabilities, or expenses depending on the form of the benefits received. Conditional promises to give are recognized when the conditions on which they depend are substantially met. Contributions without donor restrictions are recorded as an increase in net assets without donor restrictions in the period in which the notice of unconditional promise to give is received.

Contributions or grants, which contain a donor-imposed restriction or a stipulation that the contribution cannot be used until a future period, are recorded as contributions with donor restrictions. Contributions, which are restricted with respect to the expenditure of the funds, are recorded as increases in net assets with donor restrictions available in the period in which the notice of grant award is received. Net assets with donor restrictions are reclassified to net assets without donor restrictions in the period in which the use restriction has been met or the time restriction lapses.

Federal Income Taxes. The Organizations are exempt from federal income taxes under Internal Revenue Code Section 501(c)(3) and are classified as organizations other than private foundations. The Organizations' federal exempt organization returns for the years ended September 30, 2019, and after are subject to examination by the Internal Revenue Service.

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
- CONTINUED**

The Organizations have adopted FASB ASC 740-10, *Accounting for Uncertainty in Income Tax*. That standard prescribes a minimum recognition threshold and measurement methodology that a tax position taken or expected to be taken in a tax return is required to be met before being recognized in the consolidated financial statements.

Fair Value Measurement. The Organizations have implemented FASB ASC 820-10-50, *Fair Value Measurements*, which establishes a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy under FASB ASC 820-10-50 are described below:

- | | |
|---------|--|
| Level 1 | Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Organizations have the ability to access. |
| Level 2 | Inputs to the valuation methodology include:

Quoted prices for similar assets or liabilities in active markets;

Quoted prices for identical or similar assets or liabilities in inactive markets;

Inputs other than quoted prices that are observable for the asset or liability;

Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability. |
| Level 3 | Inputs to the valuation methodology are unobservable and significant to the fair value measurement. |

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at September 30, 2022.

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
- CONTINUED**

Common stocks, certificates of deposit, corporate bonds, mortgage pools, municipal bonds, CMO & asset backed securities, and U.S. government securities: Valued at the closing price reported on the active market on which the individual securities are traded.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Organizations believe the valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

Functional Allocation of Expenses. The costs of providing program, fundraising, and supporting services have been summarized on a functional basis in the Consolidated Statements of Functional Expenses. Accordingly, certain costs have been allocated among the programs and supporting activities benefited. The expenses that were not directly related to program or supporting services are allocated using the following methods:

Expense	Method of Allocation
Salaries and Related Expenses	Time and Effort
Occupancy	Square Footage
Insurance	Square Footage
Depreciation	Square Footage

Use of Estimates and Assumptions. The preparation of consolidated financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements as well as the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Recently Issued Accounting Pronouncements - In September 2020, FASB issued ASU No. 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. The ASU is expected to increase transparency around contributed nonfinancial assets (also known as “gifts-in-kind”) received by not-for-profit organizations, including transparency on how those assets are used and how they are valued. The Food Bank adopted the ASU during the year ended September 30, 2022, and applied the ASU retrospectively to the year ended September 30, 2021. See Note 4.

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

**NOTE 1 - ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
- CONTINUED**

In February 2016, the FASB issued ASU No. 2016-02, *Leases (Topic 842)*, which requires the recognition of lease assets and lease liabilities by lessees for all leases, including leases previously classified as operating leases, and modifies the classification criteria and accounting for sales-type and direct financing leases by lessors. Leases continue to be classified as financing or operating leases by lessees and both classifications require the recognition of a right-of-use asset and a lease liability, initially measured at the present value of the lease payments in the statements of financial position. Interest on the lease liability and amortization of the right-of-use asset are recognized separately in the statements of activities for finance leases and as a single lease cost recognized on the straight-line basis over the lease term for operating leases. The standard is effective using a modified retrospective approach for fiscal years beginning after December 15, 2021, and early adoption is permitted. The Food Bank is currently evaluating the impact the standard will have on its financial statements.

Subsequent Events. Management of the Organizations have evaluated subsequent events for disclosure through the date of the Independent Auditors' Report, the date the consolidated financial statements were available to be issued.

NOTE 2 - CASH AND CASH EQUIVALENTS

Cash and cash equivalents consisted of the following at September 30:

	2022	2021
Cash Held at Financial Institutions	\$ 38,341,230	\$ 30,347,954
Money Market Accounts	15,121,691	19,614,990
	<u>\$ 53,462,921</u>	<u>\$ 49,962,944</u>

NOTE 3 - INVESTMENTS

The Organizations follow FASB ASC 958-320-50. This standard requires entities to report investments in the statement of financial position at fair value and report realized and unrealized gains and losses in the statement of activities and changes in net assets. Investment income for the years ended September 30, 2022 and 2021, included in the Consolidated Statements of Activities and Changes in Net Assets, is summarized as follows:

	2022	2021
Unrealized Gain (Loss) on Investments	\$ (2,850,352)	\$ 876,670
Interest and Dividends	989,106	523,890
Investment Fees	(83,689)	(38,860)
Investment Return, Net	<u>\$ (1,944,935)</u>	<u>\$ 1,361,700</u>

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

NOTE 3 - INVESTMENTS - CONTINUED

Short-term investments are recorded at fair value and are recorded in the consolidated financial statements as cash and cash equivalents. Long-term investments are recorded at fair value as determined by quoted market prices, which is Level 1 under the fair value hierarchy. Market values and unrealized appreciation (depreciation) at September 30, 2022 and 2021, are summarized as follows:

September 30, 2022:

<u>FOOD BANK</u>	Cost	Market Value (Level 1)	Unrealized Gain/(Loss)
Short-Term Investments:			
Money Market Accounts (cash equivalents)	\$ 14,918,329	\$ 14,918,329	\$ -
Long-Term Investments:			
Money Market Funds [Non-Sweep]	1,501,032	1,501,032	-
U.S. Treasuries	1,156,221	1,097,070	(59,151)
Corporate Bonds	3,242,990	3,111,816	(131,174)
Municipal Bonds	100,773	100,032	(741)
Mortgage Pools	808	827	19
CMO & Asset Backed Securities	18,652	17,955	(697)
Common Stocks and Other	7,865,351	7,407,695	(457,656)
	<u>13,885,827</u>	<u>13,236,427</u>	<u>(649,400)</u>
Total Food Bank	<u>28,804,156</u>	<u>28,154,756</u>	<u>(649,400)</u>
<u>FOUNDATION</u>			
Short-Term Investments:			
Money Market Accounts (cash equivalents)	203,362	203,362	-
Long-Term Investments:			
Money Market Funds [Non-Sweep]	44,681	44,681	-
U.S. Treasuries	249,524	242,227	(7,297)
Corporate Bonds	429,021	414,745	(14,276)
Government Obligations	-	-	-
Municipal Bonds	55,848	55,025	(823)
Common Stocks and Other	1,517,870	2,224,791	706,921
	<u>2,296,944</u>	<u>2,981,469</u>	<u>684,525</u>
Total Foundation	<u>2,500,306</u>	<u>3,184,831</u>	<u>684,525</u>
Total Food Bank and Foundation	<u>\$ 31,304,462</u>	<u>\$ 31,339,587</u>	<u>\$ 35,125</u>

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

NOTE 3 - INVESTMENTS - CONTINUED

September 30, 2021:	Cost	Market Value (Level 1)	Unrealized Gain/(Loss)
<u>FOOD BANK</u>			
Short-Term Investments:			
Money Market Accounts (cash equivalents)	\$ 19,571,930	\$ 19,571,930	\$ -
Long-Term Investments:			
Money Market Funds [Non-Sweep]	2,246,373	2,246,373	-
U.S. Treasuries	698,286	695,906	(2,380)
Corporate Bonds	3,713,723	3,718,879	5,156
Municipal Bonds	100,925	100,258	(667)
Mortgage Pools	1,189	1,259	70
CMO & Asset Backed Securities	25,116	27,462	2,346
Common Stocks and Other	3,938,048	5,292,955	1,354,907
	<u>10,723,660</u>	<u>12,083,092</u>	<u>1,359,432</u>
Total Food Bank	<u>30,295,590</u>	<u>31,655,022</u>	<u>1,359,432</u>
 <u>FOUNDATION</u>			
Short-Term Investments:			
Money Market Accounts (cash equivalents)	43,060	43,060	-
Long-Term Investments:			
Corporate Bonds	487,162	493,567	6,405
Government Obligations	227,308	229,703	2,395
Municipal Bonds	56,014	55,173	(841)
Common Stocks and Other	1,450,419	2,919,296	1,468,877
	<u>2,220,903</u>	<u>3,697,739</u>	<u>1,476,836</u>
Total Foundation	<u>2,263,963</u>	<u>3,740,799</u>	<u>1,476,836</u>
Total Food Bank and Foundation	<u>\$ 32,559,553</u>	<u>\$ 35,395,821</u>	<u>\$ 2,836,268</u>

NOTE 4 - CONTRIBUTED NONFINANCIAL ASSETS

The Food Bank received donations of food from various sources including Feeding America, the United States Department of Agriculture (USDA), and reclamation items from area grocery stores. The Food Bank received 39,561,277 and 48,728,707 pounds donated food (valued at \$1.92 and \$1.79 per pound, respectively) during the year ended September 30, 2022 and 2021, respectively. Donated food is reported at fair value using the weighted-average wholesale value per pound of food, as determined in an annual study performed by Feeding America.

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

NOTE 5 - PROPERTY AND EQUIPMENT

The major classes of property and equipment held as of September 30, 2022 and 2021, are as follows:

	Life	2022	2021
Land	-	\$ 3,056,775	\$ 3,056,775
Works in Progress	-	40,531	604,348
Building	5-50 years	19,406,945	19,269,901
Office Equipment	3-10 years	1,602,480	1,552,801
Warehouse Equipment	3-10 years	1,870,141	1,324,422
Vehicles	5-8 years	3,863,571	3,614,263
Kitchen Equipment	5-10 years	454,521	454,521
Garden	5-10 years	844,727	161,297
Agency Capacity	5-10 years	99,085	99,085
		<u>31,238,776</u>	<u>30,137,413</u>
Accumulated Depreciation		<u>(7,480,154)</u>	<u>(6,287,392)</u>
		<u>\$ 23,758,622</u>	<u>\$ 23,850,021</u>

Depreciation expense of \$1,192,762 and \$1,056,849 was recorded during the years ended September 30, 2022 and 2021, respectively.

NOTE 6 - NOTES RECEIVABLE

In connection with the issuance of New Market Tax Credits Financing (See Note 7) the Food Bank entered into the following notes receivable:

The Food Bank entered into an agreement on May 19, 2015, amended on August 19, 2015, to lend \$8,637,500 to Chase NMTC CAFB of TX Investment Fund, LLC (Chase NMTC Fund 1). The note is secured by Chase NMTC Fund 1's membership interest in TMF SUB-CDE XXIV, LLC (TMF CDE) and CNMC SUB-CDE 81, LLC (CNMC CDE), collectively the CDE's) and other cash accounts held by a secured party. Interest on the unpaid principal amount at the rate of one percent (1.00%) per annum shall be payable quarterly for interest accruing through the last day of the last month of the applicable quarter until August 31, 2022. The first quarterly payment shall be on June 10, 2015, and payments shall be made on each December 10, March 10, June 10, and September 10 thereafter through June 10, 2022.

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

NOTE 6 - NOTES RECEIVABLE - CONTINUED

The Food Bank entered into an agreement on August 19, 2015, to lend \$4,107,600 to Chase NMTC CAFB of TX Investment Fund 2, LLC (Chase NMTC Fund 2). The note is secured by Chase NMTC Fund 2's membership interest in UACD SUB-CDE XIX, LLC (UACD CDE) and CNMC SUB-CDE. Interest on the unpaid principal amount at the rate of one percent (1.00%) per annum shall be payable quarterly for interest accruing through the last day of the last month of the applicable quarter until August 31, 2022. The first quarterly payment shall be on September 10, 2015, and payments shall be made on each December 10, March 10, June 10, and September 10 thereafter through June 10, 2022. On September 10, 2022, there shall be a one-time payment of \$23,524 reflecting a partial payment of interest for accrued and unpaid interest from July 1, 2022, through August 31, 2022, and a payment of principal and interest for a partial quarter beginning on September 1, 2022, and ending on September 30, 2022.

On May 26, 2022, these notes receivable were resolved with the closing of the debt associated with the New Market Tax Credits.

Interest earned during the years ended September 30, 2022 and 2021, was \$344,553 and \$218,139, respectively.

NOTE 7 - NEW MARKET TAX CREDITS NOTES PAYABLE

The Support Corporation executed loan agreements on August 19, 2015, that provide for borrowings of \$10,890,000, \$1,500,000 and \$5,880,000 from TMF SUB-CDE XXIV, LLC, CNMC SUB-CDE 81, LLC, and UACD SUB-CDE XIX, LLC, respectively. The loans were used to finance the building of a new facility and are intended to be treated as a "qualified low-income community investment" for purposes of generating New Market Tax Credits under Section 45D of the Internal Revenue Code of 1986, as amended. The loans are secured by a property deed of trust, security agreement and fixture filing on this property and a guaranty by the Food Bank.

Each loan accrues interest payable quarterly beginning in September 2015 with the principal balance due in its entirety on the stated maturity dates. The Support Corporation is not permitted to prepay any portion of the loans until the seventh anniversary of the loan. The balances outstanding on the notes payable, maturity dates and repayment terms are as follows:

	2022	2021
Note payable to TMF Sub CDE, matures on August 31, 2045, with quarterly interest only payments with an interest rate of 1.23393%		
Loan A	\$ -	\$ 7,640,600
Loan B	-	3,249,400

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

NOTE 7 - NEW MARKET TAX CREDITS NOTES PAYABLE - CONTINUED

	2022	2021
Note payable to Chase NMC Sub CDE, matures on August 31, 2045, with quarterly interest only payments with an interest rate of 1.23393%		
Loan A	\$ -	\$ 996,900.00
Loan B	-	503,100
Note payable to UACD Sub CDE, matures on August 31, 2045, with quarterly interest only payments with an interest rate of 1.41293%		
Loan A	-	4,107,600
Loan B	-	1,772,400
 Less Debt Issuance Costs	 -	 (88,242)
Total	\$ -	\$ 18,181,758

At any time after the seventh anniversary and before the eighth anniversary of the combined amount of the Loan Bs above of \$5,524,900, JPMorgan Chase Bank, N.A. can exercise its put option to sell its interest in the Chase NMTC Fund to the Food Bank for \$2,000. After exercising its option to purchase the interest in the Chase NMTC Fund, the Food Bank may cancel the new market tax credits notes payable. On May 26, 2022, the put option was exercised and the debt related to the New Market Tax Credits have been dissolved. A gain on the dissolution was recognized in the amount of \$5,524,900 in other revenue.

Costs associated with the issuance of debt are capitalized and amortized over the term of the respective financing arrangement using the straight-line method over seven years. Amortization expense of debt issuance costs totaled \$88,242 and \$105,859 for the years ended September 30, 2022 and 2021, respectively.

NOTE 8 - LONG-TERM DEBT

The Food Bank had a note payable related to the Payment Protection Program dated April 6, 2020 in the amount of \$1,268,800 that was forgiven on June 1, 2021 and is recognized as revenue on the Consolidated Statement of Activities and Changes in Net Assets during the year ended September 30, 2021.

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

NOTE 9 - CITY AND COUNTY GRANTS

Expenditures of the City of Austin and Travis County grant funds for the years ended September 30, 2022 and 2021, were \$465,660 and \$1,010,968, respectively.

NOTE 10 - NET ASSETS

The following are net assets with board designations which the Organizations held at September 30:

	2022	2021
For Future Food Distribution	\$ 1,794,182	\$ 4,267,414
For Property and Equipment	23,057,124	3,501,336
For Operating Reserve	29,000,000	18,983,917
For CTFB Foundation	3,033,024	3,588,655
Total Net Assets with Board Designations	\$ 56,884,330	\$ 30,341,322

Board designated net assets are those funds set aside by the Board of the Organizations for the purpose of future planning and management of assets. These amounts can be undesignated or more funds can be designated by the board and can only be used for the specific purposes as noted above.

The following are net assets with donor restrictions which the Organizations held at September 30:

	2022	2021
Time or Purpose:		
Backpack Program	\$ 17,883	\$ 9,615
Service Insights	-	84,925
Starbucks Program	-	29,266
	17,883	123,806
In Perpetuity:		
Foundation	151,094	151,094
Total Net Assets with Donor Restrictions	\$ 168,977	\$ 274,900

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

NOTE 10 - NET ASSETS - CONTINUED

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes, by occurrence of events specified by the donors, or by the change of restrictions specified by the donors. Amounts released during the years ending September 30 were:

	2022	2021
Food Purchase	\$ 160,795	\$ 1,170,219
Service Insights	91,701	101,612
NFIP Produce Access	82,163	-
Backpack Program	55,157	153,954
Starbucks Program	29,267	118,621
White Mail and Other	-	207,485
Miscellaneous Programs	-	70,382
Healthy Pantry Initiative	-	65,130
HI / Diabetes Grant	-	27,984
Census	-	22,137
Mobile Food Pantries	-	18,775
Food Rescue Program	-	100
	<u>\$ 419,083</u>	<u>\$ 1,956,399</u>

NOTE 11 - TEXAS EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP)

The Food Bank contracted with the Texas Department of Agriculture (TDA) for the distribution of USDA commodities to Food Bank partner agencies under The Emergency Food Assistance Program (TEFAP). During the years ended September 30, 2022 and 2021, the Food Bank recognized \$1,473,034 and \$1,154,283 of revenue, respectively, from TDA for reimbursement of allowable actual direct costs of storage and distribution of commodities. The related costs charged to the program totaled \$1,473,034 and 1,154,283 in 2022 and 2021, respectively.

NOTE 12 - RETIREMENT PLAN

The Food Bank participates in a 403(b) plan which is made up of a group of other local nonprofits sponsored by One Voice Central Texas. Eligible employees may contribute to the Plan a portion of their annual salary through payroll deductions. The Food Bank contributes 2% of each eligible employee's salary to the Plan and also matches up to 5% of each employee's salary reduction contribution. All full-time employees with one year of service are eligible to participate in the Plan. All Food Bank contributions are fully vested. For the years ended September 30, 2022 and 2021, the Food Bank contributed \$304,204 and \$314,116, respectively.

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

NOTE 13 - CONCENTRATION OF CREDIT RISK

The Organizations maintain cash deposits at financial institutions, which at times exceed federally guaranteed limits. Management closely monitors the financial institutions as well as the account balances. The Organizations have not experienced any losses on deposits at these institutions. Combined cash deposits of \$52,767,707 at financial institutions exceeded federally guaranteed limits at September 30, 2022.

In addition, the Organizations invest in various money market funds that are classified as cash equivalents in the financial statements. No losses were experienced during the period on these short-term investments, which are held by high credit quality institutions.

NOTE 14 - RELATED PARTY TRANSACTIONS

The Central Texas Food Bank is an affiliate of Feeding America. As such, the Food Bank is offered donations from national food companies. The Food Bank received 9,575,206 and 15,809,894 pounds of food as a result of this affiliation during the periods ended September 30, 2022 and 2021, respectively. The Food Bank paid affiliate fees (dues) of \$31,968 and \$8,096 to Feeding America for the years ended September 30, 2022 and 2021, respectively.

Certain members of the Board of Directors of the Organizations contributed \$156,495 and \$32,683 during the years ended September 30, 2021 and 2020, respectively. The Organizations expensed \$0 and \$2,226 for services from companies to which certain members of the Board of Directors are associated during the years ended September 30, 2022 and 2021, respectively.

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEARS ENDED SEPTEMBER 30, 2022 AND 2021**

NOTE 15 - LIQUIDITY AND AVAILABILITY

The table below presents financial assets available for general expenditures within one year at September 30, 2022 and 2021:

	2022	2021
Financial assets at year end:		
Cash and Cash Equivalents	\$ 53,462,921	\$ 49,962,944
Investments	16,217,896	15,780,831
Accounts Receivable	1,731,379	219,865
Notes Receivable	-	12,745,100
	71,412,196	78,708,740
Less amounts not available to be used within one year:		
Net Assets with Board Designations		
For Property and Equipment	23,057,124	3,501,336
For CTFB Foundation	3,033,024	3,588,655
Note Receivable	-	12,745,100
Net Assets with Donor Restrictions	168,977	274,900
	26,259,125	20,109,991
Financial assets available to meet general expenditures within one year	\$ 45,153,071	\$ 58,598,749

The Food Bank's goal is generally to maintain financial assets to meet 9 to 12 months of operating expenses. As part of its liquidity plan, excess cash may be invested in short term investments, including money market accounts, certificates of deposit, and U.S. Treasuries. Excess cash may also be invested in instruments like stocks and bonds that are easily converted to cash. A final potential source of liquidity is provided by funds from the Central Texas Food Bank Foundation that is treated as a quasi-endowment. Funds from the Foundation may be tapped if required in circumstances approved by the Board of Director of both organizations.

ADDITIONAL INFORMATION

**CENTRAL TEXAS FOOD BANK, INC,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
CONSOLIDATING SCHEDULE OF FINANCIAL POSITION
SEPTEMBER 30, 2022**

ASSETS	Food Bank		
	Operating	Property and Equipment	Operating Reserve
Cash and Cash Equivalents	\$24,050,874	\$ -	\$ 29,209,398
Accounts Receivable	1,731,379	-	-
Investments	13,445,825	-	(209,398)
Food Inventory Held for Distribution	1,794,182	-	-
Purchased Food Inventory	933,379	-	-
Prepaid Expenses	405,935	8,025	-
Property and Equipment (Net of Accumulated Depreciation of \$7,480,154)	-	23,758,622	-
Notes Receivable	-	-	-
TOTAL ASSETS	\$42,361,574	\$23,766,647	\$ 29,000,000
LIABILITIES AND NET ASSETS			
Liabilities:			
Accounts Payable	\$ 367,987	\$ 709,523	\$ -
Accrued Liabilities	677,259	-	-
Deferred Revenue	161,061	-	-
Long-Term Debt	-	-	-
New Market Tax Credit Notes Payable	-	-	-
Total Liabilities	1,206,307	709,523	-
Net Assets:			
Net Assets Without Donor Restrictions:			
Undesignated	39,343,202	-	-
Designated for Future Food Distribution	1,794,182	-	-
Designated for Property and Equipment	-	23,057,124	-
Designated for Operating Reserve	-	-	29,000,000
Designated for CTFB Foundation	-	-	-
Total Net Assets Without Donor Restrictions	41,137,384	23,057,124	29,000,000
Net Assets With Donor Restrictions:			
For Programs	17,883	-	-
In Perpetuity	-	-	-
Total Net Assets	41,155,267	23,057,124	29,000,000
TOTAL LIABILITIES AND NET ASSETS	\$42,361,574	\$23,766,647	\$ 29,000,000

See Independent Auditors' Report

Total	Foundation	Support Corporation	Eliminations	Consolidated
\$53,260,272	\$ 202,649	\$ -	\$ -	\$ 53,462,921
1,731,379	-	-	-	1,731,379
13,236,427	2,981,469	-	-	16,217,896
1,794,182	-	-	-	1,794,182
933,379	-	-	-	933,379
413,960	-	-	-	413,960
23,758,622	-	-	-	23,758,622
-	-	-	-	-
<u>\$95,128,221</u>	<u>\$ 3,184,118</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 98,312,339</u>
\$ 1,077,510	\$ -	\$ -	\$ -	\$ 1,077,510
677,259	-	-	-	677,259
161,061	-	-	-	161,061
-	-	-	-	-
-	-	-	-	-
<u>1,915,830</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,915,830</u>
39,343,202	-	-	-	39,343,202
1,794,182	-	-	-	1,794,182
23,057,124	-	-	-	23,057,124
29,000,000	-	-	-	29,000,000
-	3,033,024	-	-	3,033,024
93,194,508	3,033,024	-	-	96,227,532
17,883	-	-	-	17,883
-	151,094	-	-	151,094
<u>93,212,391</u>	<u>3,184,118</u>	<u>-</u>	<u>-</u>	<u>96,396,509</u>
<u>\$95,128,221</u>	<u>\$ 3,184,118</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 98,312,339</u>

**CENTRAL TEXAS FOOD BANK, INC.,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
CONSOLIDATING SCHEDULE OF ACTIVITIES AND CHANGES IN NET ASSETS BY FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2022**

	Food Bank					
	Operating Fund		Property and Equipment			
	Without Donor Restrictions	Time and/or Purpose Donor Restrictions	Without Donor Restrictions	Time and/or Purpose Donor Restrictions	Operating Reserve	Total
PUBLIC SUPPORT AND REVENUE						
Public Support:						
Donated Food Received for Distribution	\$ 75,957,652	\$ -	\$ -	\$ -	\$ -	\$ 75,957,652
Grants and Contracts	8,791,028	-	-	-	-	8,791,028
Contributions	26,438,555	313,160	67,587	-	-	26,819,302
Revenue:						
Program Service Fees	1,875,760	-	-	-	-	1,875,760
Investment Return, Net	358,845	-	-	-	(1,747,811)	(1,388,966)
Other	278,768	-	-	-	-	278,768
	113,700,608	313,160	67,587	-	(1,747,811)	112,333,544
Net Assets Released from Restrictions	419,083	(419,083)	-	-	-	-
Total Public Support and Revenue	114,119,691	(105,923)	67,587	-	(1,747,811)	112,333,544
EXPENSES						
Program Services:						
Donated Food Program	100,543,217	-	607,480	-	-	101,150,697
Supporting Services:						
Management and General	3,161,486	-	4,507	-	-	3,165,993
Fund Raising	3,414,326	-	5,433	-	-	3,419,759
Total Expenses	107,119,029	-	617,420	-	-	107,736,449
Change in Net Assets	7,000,662	(105,923)	(549,833)	-	(1,747,811)	4,597,095
Transfers Among Funds	(27,180,534)	-	21,945,196	-	11,763,894	6,528,556
Net Assets at Beginning of Year	61,317,256	123,806	1,661,761	-	18,983,917	82,086,740
Net Assets at End of Year	\$ 41,137,384	\$ 17,883	\$ 23,057,124	\$ -	\$ 29,000,000	\$ 93,212,391

See Independent Auditors' Report

**CENTRAL TEXAS FOOD BANK, INC.,
CENTRAL TEXAS FOOD BANK FOUNDATION, AND CAFB OF TX SUPPORT CORPORATION
CONSOLIDATING SCHEDULE OF ACTIVITIES AND CHANGES IN NET ASSETS BY FUND - CONTINUED
FOR THE YEAR ENDED SEPTEMBER 30, 2022**

	Foundation			Support Corporation			Consolidated Total
	Foundation Funds			Support Corporation Funds			
	Without Donor Restrictions	In Perpetuity Donor Restrictions	Total	Without Donor Restrictions	Eliminations		
PUBLIC SUPPORT AND REVENUE							
Public Support:							
Donated Food Received for Distribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,957,652
Grants and Contracts	-	-	-	-	-	-	8,791,028
Contributions	-	-	-	180,836	(180,836)	-	26,819,302
Revenue:							
Program Service Fees	-	-	-	-	-	-	1,875,760
Investment Return, Net	(555,969)	-	(555,969)	-	-	-	(1,944,935)
Other	-	-	-	5,524,900	-	-	5,803,668
	(555,969)	-	(555,969)	5,705,736	(180,836)	-	117,302,475
Net Assets Released from Restrictions	-	-	-	-	-	-	-
Total Public Support and Revenue	(555,969)	-	(555,969)	5,705,736	(180,836)	-	117,302,475
EXPENSES							
Program Services:							
Donated Food Program	-	-	-	949,116	(180,836)	-	101,918,977
Supporting Services:							
Management and General Fund Raising	713	-	713	34,308	-	-	3,201,014
	-	-	-	32,280	-	-	3,452,039
Total Expenses	713	-	713	1,015,704	(180,836)	-	108,572,030
Change in Net Assets	(556,682)	-	(556,682)	4,690,032	-	-	8,730,445
Transfers Among Funds	1,051	-	1,051	(6,529,607)	-	-	-
Net Assets at Beginning of Year	3,588,655	151,094	3,739,749	1,839,575	-	-	87,666,064
Net Assets at End of Year	\$ 3,033,024	\$ 151,094	\$ 3,184,118	\$ -	\$ -	\$ -	\$ 96,396,509

See Independent Auditors' Report

Employees working on project:

Home Delivery Coordinator: Manages day-to-day operations of program, including client enrollment, order placement and coordination with delivery partners. Serves as the primary point of contact for home deliveries, resolving issues, supporting outreach and maintaining accurate documentation.

Client Meal Programs Manager: Oversees program operations, staff development and compliance while fostering a trauma-informed, strengths-based service model. Manages partnerships, ensures quality improvement and supports the expansion of new initiatives.

Benefits Assistance Coordinators: Help individuals and families apply for SNAP and other state benefits both on-site and in the community, while providing education and outreach across a 21-county service area. They build partnerships, screen clients for services using a social determinants of health approach and provide trauma-informed, empowering support.

Mobile FARMacy Coordinator: Oversees the planning, logistics and implementation of CTFB's Mobile FARMacy program. This role coordinates mobile distributions in partnership with healthcare providers and community organizations, ensuring services are client-centered and responsive to health needs.

Sort Coordinators: Oversee building of home delivery boxes and sorting of food for community distribution.

Internal Distribution Manager: Oversees food inventory and distribution to partner agencies.

VP of Network Programs and Services: Oversees food distribution programs and collaboration with partner agencies. Directs program strategy.

VP of Client Programs and Services: Oversees direct-service programs including benefits assistance, Mobile FARMacy and home delivery. Directs program strategy.

Drivers: Deliver food from CTFB's warehouse to partner agencies and bring food to mobile pantry sites.

Warehouse Associates: Ensure food and supplies are safely received, stored and prepared for delivery to partner agencies and community programs. Unload trucks, stock shelves, assemble food orders and maintain accurate inventory using warehouse management systems.

Non-discrimination Policy Statement

1.0 EMPLOYMENT POLICIES

1.1 Equal Employment Opportunity

Equal opportunity employment has been, and will continue to be, a fundamental principle at CTFB, where employment and opportunities are based upon merit, qualifications, and personal capabilities without regard to race, creed, color, age, sex, marital status, veteran status, religion, national origin, class origin, nationality, gender identity, physical or mental disability which can be reasonably accommodated, military status, sexual orientation, pregnancy, or any other legally protected status.

Employment decisions covered by this policy include recruiting, hiring, promotion, training, compensation, benefits, transfers, corrective discipline, layoffs, termination, and other terms or conditions of employment.

CTFB is committed to providing a work environment free of discrimination, intimidation, or unlawful harassment based on any legally protected characteristic.

The Central Texas Foodbank is committed to understanding, communicating and establishing trust with individuals from various cultural backgrounds. We are committed to create an environment that respects and accommodates the cultural diversity of the workforce and community. Our commitment extends to recruiting a culturally and linguistically diverse governance, leadership and workforce that are responsive to the population in the service area. We actively seek to recruit and cultivate staff and supporters who bring new approaches and experiences to our mission, and continually champion tolerance, acceptance, and cultural competence.

1.2 Americans with Disabilities Act

The Americans with Disabilities Act (ADA) prohibits discrimination in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities.

Individuals with disabilities may request reasonable accommodations to accommodate a "known" disability of a qualified applicant or employee. Accommodations must be made on an individual basis, as requirements vary in each case. If the employee does not request an accommodation, CTFB is not obligated to provide one except where an individual's known disability impairs their ability to know of, or effectively communicate a need for, an accommodation that is obvious to the employer.

Under the ADA, an employer is not required to reallocate essential functions of a job as a reasonable accommodation.

1.3 Employee Relations

We believe regular, open and respectful discussions between you and your manager is important to manage performance, concerns, and provide constructive feedback (good and bad). At times, the People team may be brought in to help facilitate these conversations.

Our open-door philosophy provides an effective method for resolution of differences without fear of reprisal or retaliation.

Where and when appropriate, you are encouraged to seek assistance through the following chain of command:

1. Immediate Supervisor (Supervisor-Manager-Director-Chief Officer)
2. Chief People Officer or member of the People team
3. President & CEO

We will use appropriate discretion, care, and do our best to investigate your complaint or concern to resolve any internal conflict and find a satisfactory resolution.

1.4 At-Will Employment

CTFB is an “at-will” employer. This means, you may resign at any time with or without advance notice and with or without cause. Likewise, CTFB may make a decision to terminate at any time with or without advance notice and with or without cause. Only the President & CEO has the authority to make an agreement contrary to the “at-will” employment status, which must be in writing to be effective.

In compliance with the Immigration Reform and Control Act of 1986, you must complete an employment eligibility verification form and provide proof of eligibility to work in the United States no later than three business days after your first day of work. If the employee has not provided proof of eligibility to work within these three days, employment may be terminated. In addition, we participate in E-Verify to confirm your identity and work status electronically.

1.5 Non-Discrimination and Anti-Harassment

Any type of harassment is not tolerated at CTFB. We are committed to providing a positive work environment free of unlawful harassment. The work environment is not limited to our facilities, but also includes client and vendor facilities, as well as anywhere a business-related function is taking place. In addition, our work environment includes our electronic communications and computer systems.

CTFB prohibits sexual harassment and harassment because of race, color, religion, national origin, ancestry, sex, age, mental or physical disability, medical condition, pregnancy, sexual orientation, marital status or veteran status, or any other legally protected characteristic.

Unlawful harassment includes, but is not limited to, verbal harassment, visual harassment, physical harassment, any threats or demands made, and retaliation to anyone who reports harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, harassment or offensive conduct directed at an employee because of gender, whether or not motivated by sexual attraction and regardless of the sexual orientation of the individuals involved, and other verbal or physical harassment of a sexual nature.

The harassment prohibited by this standard encompasses conduct between individuals of the opposite sex, individuals of the same sex, volunteers, supervisors and employees, co-employees, and between an employee and any individual who has a business, service, or professional relationship with CTFB.

Unlawful harassment includes, but is not limited to, the following:

- Verbal harassment such as epithets, derogatory jokes or comments, slurs, or unwanted comments and jokes;
- Visual harassment such as derogatory posters, photography, cartoons, drawings, or gestures;
- Physical harassment such as assault, unwanted touching, blocking normal movement, restraining, or otherwise physically interfering with the work of another individual;
- Threats or demands that an individual submit to certain conduct or perform certain actions to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion; and
- Retaliation for having reported, or threatened to report, harassment or discrimination, or having assisted another employee to report harassment or discrimination.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, harassment or offensive conduct directed at an employee because of gender, whether or not motivated by sexual attraction and regardless of the sexual orientation of the individuals involved, and other verbal or physical harassment of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; and
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

CTFB provides a mandatory yearly anti-harassment training for its employees.

Any employee found to have unlawfully or sexually harassed another employee, volunteer, vendor, or customer will be subject to disciplinary action, up to and including termination.

1.6 Complaint and Violation Reporting and Resolution

If you have witnessed prohibited harassment or believe you have been subjected to prohibited harassment, you are encouraged, if appropriate and comfortable, to confront the offender first. However, if this action is uncomfortable and/or the harassing behavior continues, immediately report the harassment to supervisory personnel or to a member of the People Team, without fear of reprisal. In addition, any supervisory and managerial personnel who learn of conduct that may constitute prohibited harassment must immediately inform The People Team.

The People Team has the primary responsibility of investigating and resolving complaints of harassment. All investigations shall be conducted in as confidential a manner as is compatible with a thorough investigation of the complaint. All employees have a duty to cooperate in investigations of alleged harassment.

Any employee of CTFB, if determined by an impartial investigation to have violated CTFB harassment standard, will be subject to appropriate corrective action, up to and including, termination.

Intake Form

Alternate Household Application for USDA Foods

The Emergency Food Assistance Program (TEFAP). Sites may request but must not require proof of information.

Categorical Eligibility for USDA Foods

If a household currently receives one or more of the following types of assistance, the CE should mark the household categorically eligible.

Categorical Eligibility	
SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
SSI	Supplemental Security Income
NSLP	National School Lunch Program
Medicaid	Medicaid

TEFAP Income Eligibility Guidelines

July 1, 2024 – June 30, 2025

Household Size	Total Income				
	Annual	Monthly	Twice-Monthly	Bi-Weekly	Weekly
1	\$27,861	\$2,322	\$1,161	\$1,072	\$536
2	\$37,814	\$3,152	\$1,576	\$1,455	\$728
3	\$47,767	\$3,981	\$1,991	\$1,838	\$919
4	\$57,720	\$4,810	\$2,405	\$2,220	\$1,110
5	\$67,673	\$5,640	\$2,820	\$2,603	\$1,302
6	\$77,626	\$6,469	\$3,235	\$2,986	\$1,493
7	\$87,579	\$7,299	\$3,650	\$3,369	\$1,685
8	\$97,532	\$8,128	\$4,064	\$3,752	\$1,876
For each additional household member, add:	+\$9,953	+\$830	+\$415	+\$383	+\$192

I certify that:

1) I am a member or a proxy of the household living at the address provided and that, on behalf of the household, I apply for USDA Foods that are distributed through The Emergency Food Assistance Program; **2)** all information provided to the agency determining my household's eligibility is, to the best of my knowledge and belief, true and correct. I acknowledge that I may be prosecuted for making false statements related to the information I have provided for this application.

Household Member or Proxy Print Name	Street Address, City & Zip	Household Size	Is this your 1st time at this site?	Certification (TO BE COMPLETED BY CE/SITE STAFF)			
				Eligible			Ineligible
				Categorical	Income	Crisis	
			Yes				
			Yes				
			Yes				
			Yes				
			Yes				
			Yes				
			Yes				
			Yes				
			Yes				



Analysis of program expansion:

1. # pounds distributed in San Marcos
 - a. From Q1 of 2024 to Q1 of 2025, we saw a 15% increase in pounds distributed across Hays County. Applying this same increase to the total pounds distributed in 2024, we anticipate distributing around 3 million pounds during the grant period.
2. # of neighbor encounters
 - a. From Q1 of 2024 to Q1 of 2025, we saw a 15% increase in neighbor encounters. Applying this same increase to the total number of neighbors encounters in 2024, we anticipate around 360,000 neighbor encounters during the grant period.
3. # new Mobile FARMacy sites
 - a. To address the disparate percentage of San Marcos residents reporting fair to poor health outcomes between 2021 and 2023 according to the CDC (15-20%), we will establish one new Mobile FARMacy distribution site in San Marcos.
4. # new Home Delivery partnerships
 - a. We currently have 70 people in Hays County on our waitlist for home delivery. To meet this need, we will establish one new partnership with a partner agency to help with program enrollment.
5. # new Mobile Pantry distribution sites in San Marcos
 - a. To address the growing need for food access and better meet neighbors where they are, we will establish one new Mobile Pantry distribution site in San Marcos.

Description of how beneficiaries will be selected and how applicant income will be determined:

CTFB and our partner agencies aim to make food assistance accessible to all in need with minimal barriers. Neighbors are asked to self-declare their income and need for eligibility rather than providing extensive documentation. Any neighbor interested in applying for public benefit assistance is welcome to schedule an eligibility appointment with our bilingual Benefits and Emergency Services team, who will then help with application preparation and submission.

Letter of Reference



Hays County Commissioners Court

Date: 05/06/2025

Requested By:

Matthew Gonzales, Health Dept

Sponsor:

Commissioner Ingalsbe

Agenda Item

Authorize Commissioner Ingalsbe to execute a letter of Support on behalf of the Commissioners Court in support of the Central Texas Food Bank's response to the City of San Marcos's Community Development Block Grant opportunity. INGALSBE/GONZALES

Summary

Attachments

Letter of Support - Central TX Food Bank



*Debbie Gonzales Ingalsbe
Hays County Commissioner
Precinct 1*

May 6, 2025

Sari Vatske, President and CEO
Central Texas Food Bank
6500 Metropolis Drive
Austin, TX 78744-3123

Dear Sari Vatske:

On behalf of the Hays County Commissioners Court, I am pleased to express my full support for Central Texas Food Bank's (CTFB) response to City of San Marcos's Community Development Block Grant opportunity, as the proposed funding has the potential to make a meaningful impact on the health and well-being of our community. As the governing body of Hays County, we are fortunate to have CTFB's immense support to improve access to nutritious food for Hays County residents.

CTFB consistently demonstrates commitment to alleviating hunger through its robust distribution network, strategic partnerships, and innovative programs. CTFB's ability to adapt and innovate, especially during challenging times, has been particularly noteworthy. CTFB's swift response and proactive measures have ensured that Hays County's most vulnerable residents receive essential food and wrap-around services when they are needed most.

The Hays County Commissioners Court wholeheartedly supports CTFB's commitment to providing high-quality food and resources to residents across Hays County. CTFB is committed to excellent service delivery, coupled with innovative approaches to address food insecurity. This makes CTFB an invaluable partner in our collective efforts to promote health and well-being. By integrating food access, nutrition guidance, benefits assistance and resources, CTFB not only improves access to healthy food but also helps to prevent poor nutrition and inflated health care costs for those who would otherwise go without food, creating a lasting impact on community health right here in Hays County.

Thank you for your unwavering dedication and leadership in serving our neighbors in need.

Sincerely,


DebbieGonzales Ingalsbe